

Food Program

The Army Food Program

**Headquarters
Department of the Army
Washington, DC
30 August 2002**

UNCLASSIFIED

SUMMARY of CHANGE

AR 30-22

The Army Food Program

This new regulation is a consolidation of four regulations, AR 30-1, AR 30-16, AR 30-18, and AR 30-21. These four regulations have been incorporated into this one regulation encompassing garrison, field, and subsistence supply operations and reporting unsatisfactory subsistence. Procedures for manual operations have been separated from policy and are incorporated into DA Pam 30-22.

- o Updates Army Staff (ARSTAF), major Army command (MACOM), installation command, and unit command responsibilities (chap 2).
- o Adds policy on the establishment and operation of à la carte dining facilities (chap 3).
- o Prescribes establishment of a Food Program Management Office on the installation (chap 3).
- o Defines responsibilities of the Food Program Manager vice the Installation Food Advisor (chap 3).
- o Increases dollar value of loss that requires report of survey action from \$200 to \$350 (chap 3).
- o Requires that any report of survey initiated for loss exceeding \$4,000 be copy furnished to Headquarters, Department of the Army for informational purposes (chap 3).
- o Directs the performance of a semiannual inventory using a disinterested individual to verify accuracy of inventory (chap 3).
- o Directs the use of the Reserve Component Subsistence System (RCSS) for all Army National Guard and Army Reserve Inactive Duty for Training (IDT) and Annual Training (AT) feeding (chap 3).
- o Re-delegates the approval authority for catered and host nation meals from Headquarters, Department of the Army to the MACOM (chap 3).
- o Updates the policy for reporting unsatisfactory subsistence and eliminates the requirement for the subsistence item survey (chap 3).
- o Adds policy for watercraft providing subsistence when docked and when underway (chap 3).
- o Adds guidance for installation tenant units competing in the Philip A. Connelly Awards Program and authorizes Army National Guard Training Center dining facilities as competitors in the program (chap 3).

- Adds guidance on purchase and maintenance of protective clothing and equipment for food service personnel (chap 3).
- Adds implementing guidance from the Bill Emerson Good Samaritan Donation Act of 1996 on the donation of excess subsistence to local food recovery organizations (chap 3).
- Updates menu standards in accordance with updated Surgeon General nutrition standards for feeding military personnel (chap 3).
- Provides policy guidance on the use of Unitized Group Rations (chap 4).
- Provides policy guidance on feeding during contingency operations (chap 4).
- Defines responsibilities of the Subsistence Supply Manager vice the Troop Issue Subsistence Officer (chap 5).
- Changes the sources of garrison subsistence supply from Defense Logistics Agency depots to prime vendors; changes garrison subsistence pricing from Defense Logistics Agency catalogs to prime vendor catalogs (chap 5).
- Authorizes use of the Government purchase card for subsistence purchases when in the best interest of the Government (chap 5).
- Supersedes AR 30-1, 1 January 1985; AR 30-16, 15 April 1988; AR 30-18, 4 January 1993; AR 30-21, 24 September 1990, and rescinds the following forms: DA Form 3069-R, Aug 84; DA Form 3251-R, Sep 79; DA Form 3293-R, Aug 84; DA Form 3293-1-R, May 84; DA Form 3915, Aug 76; DA Form 4537-R, Aug 76; DA Form 4808-R, Aug 84; DA Form 4811-R, Aug 85; DA Form 5035-R, Oct 83; DA Form 5296-R, Nov 92, DA Form 5299-R, May 84; DA Form 5300-R, May 84 and DD Form 1393, May 1965.

Effective 30 September 2002

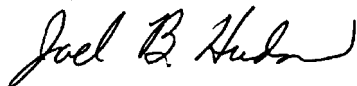
Food Program

The Army Food Program

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This publication is a new regulation that consolidates and supersedes the policies and responsibilities previously contained in four separate Army regulations.

Summary. This Army Food Program policy has been completely rewritten and consolidated into one regulation encompassing garrison, field, and subsistence supply operations. Procedures for manual operations, namely Reserve Components, have been separated from policy and are incorporated into a new Department of the Army Pamphlet 30-22. Specifically, this consolidated regulation updates Army Staff and major Army command responsibilities. It establishes policy for the adoption of an à la carte dining facility and for watercraft to provide subsistence when underway or in dock. Additionally, the regulation identifies Department of Defense 7000.14-R, volume 12, as the source of meal rates for reimbursement

purposes; redelegates the approval authority for catered meals and host nation meals from Headquarters, Department of the Army to the major Army command; and authorizes the use of the Government purchase card for subsistence purchases when in the best interest of the Government. The consolidated regulation changes the source of garrison supply and pricing from Defense Logistics Agency to the prime vendors and provides the revised garrison menu standards in accordance with The Surgeon General nutrition standards for feeding military personnel. Also included is guidance for the implementation of the U.S. Department of Agriculture Food Recovery Program.

Applicability. This regulation applies to the Active Army, Army National Guard of the United States, including periods when operating in an Army National Guard capacity, and the U.S. Army Reserve. During mobilization, the proponent may modify chapters and policies contained in this regulation. This regulation is not applicable to cadet mess dining facilities at U.S. military academies. Academies are governed by Department of Defense 7000.14-R, volume 12, chapter 20.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-4. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in

writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process.

This regulation contains management control provisions in accordance with Army Regulation 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementing of this regulation is prohibited unless prior approval is obtained from the Deputy Chief of Staff, G-4, ATTN: DALO-SMT, 500 Army Pentagon, Washington, DC 20310-0500.

Suggested Improvements. Users may send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, U.S. Army Logistics Integration Agency, ATTN: LOIA-AP, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes Army Regulation (AR) 30-1, 1 January 1985; AR 30-16, 15 April 1988; AR 30-18, 4 January 1993; and AR 30-21, 24 September 1990, and rescinds the following forms: DA Form 3069-R, Aug 84; DA Form 3251-R, Sep 79; DA Form 3293-R, Aug 84; DA Form 3293-1-R, May 84; DA Form 3915, Aug 76; DA Form 4537-R, Aug 76; DA Form 4808-R, Aug 84; DA Form 4811-R, Aug 85; DA Form 5035-R, Oct 83; DA Form 5296-R, DA Form 5299-R, May 84; DA Form 5300-R, May 84 and DD Form 1393, May 1965.

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Glossary

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies, responsibilities, objectives, and basic standards for the implementation and management of Army subsistence and food service programs in garrison and field operations to include—

a. Dining facility operations. It includes policies for the operation of full-time dining facilities. Reserve Component (RC) inactive duty training (IDT) dining facilities will follow the policies in this regulation. Procedures for operation of dining facilities will reside in the applicable automated Management Information System (MIS). Procedures that are not part of the applicable MIS will be described in Department of the Army Pamphlet (DA Pam) 30-22. The policies, responsibilities, and limitations for the contracting of food service operations are also included.

b. Food service operations during field training operations. It details the policies for requesting, receiving, issuing, and accounting for subsistence during field training. It provides guidance for special food allowances and the use of unitized operational rations and the return of residual rations.

c. Troop Issue Subsistence Activities and branches. It establishes policies for the operation of Army Troop Issue Subsistence Activities (TISAs). Also, it discusses requisitioning, receiving, accounting for, issuing, transferring, salvaging, disposing, and turn-in of subsistence.

d. Special programs. It describes the awards programs associated with the Army's subsistence and food service programs.

e. Menus, nutrition awareness, and boards. It provides policies for implementation of menus in dining facilities operating under the Army Ration Credit System (ARCS), provides guidance for nutrition awareness, establishes menu standards, and outlines the parameters for installation food service management boards.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Chapter 2 details responsibilities.

1-5. Objectives

a. Provide the policies necessary to ensure that soldiers are offered safe, nutritious, and appealing meals in environments that range from fixed installation dining facilities to contingency operations.

b. Prescribe the policies for establishing and conducting recognition programs for food service operations and personnel.

1-6. Food service and subsistence programs

The specific objectives and policies of the food service and subsistence programs are delineated as follows:

a. Garrison food service operations for both the Active Army and RCs are in chapter 3 of this regulation.

b. Field training operations, local training areas (LTA) and deployments, for both the Active Army and RCs are in chapter 4 of this regulation.

c. Troop issue subsistence operations for both Active Army and RCs are in chapter 5 of this regulation.

1-7. Files

Files and the disposition of all documents related to Army Garrison Food Service, the Army Field Feeding System, and Troop Issue Subsistence Activity operations will be maintained in accordance with Army Regulation (AR) 25-400-2.

1-8. Addresses for correspondence

a. All correspondence directed by this regulation to be sent to the Deputy Chief of Staff, G-4 (DCS, G-4) will be sent to DCS, G-4, ATTN: DALO-SMT, 500 Army Pentagon, Washington, DC 20310-0500.

b. All correspondence directed by this regulation to be sent to Army Center of Excellence, Subsistence (ACES) will be sent to ACES, ATTN: ATSM-CES-O, 1201 22nd Street, Fort Lee, VA 23801-1601.

Chapter 2

Responsibilities

2-1. Assistant Secretary of the Army (Acquisition, Logistics, and Technology)

The Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA (ALT)) is the principal staff advisor on research, development, acquisition, and logistics of Army material.

2-2. The Surgeon General

The Surgeon General (TSG) will—

- a.* Establish nutrition standards for the military. This includes operational and restricted rations for military personnel under normal and special operating conditions, such as arctic, desert, and tropical climates.
- b.* Provide guidance on ideal weight for military personnel. Provide methods to achieve prescribed weight.
- c.* Provide qualified representatives to—
 - (1) Advise personnel involved in research and development, procurement, food service, and local food service management boards in matters affecting the nutritional quality of meals prepared and consumed under various operational environments.
 - (2) Assist in instructing food service personnel in nutrition, hygiene, and food safety.
- d.* Review standards for design, construction, operation, and maintenance of facilities and equipment where food is stored, processed, and served. Recommend changes when appropriate. Ensure compliance with health and sanitation standards.
- e.* Coordinate research and development activities for medical field feeding with appropriate activities.
- f.* Train food service personnel for assignment to medical treatment facilities.
- g.* Conduct periodic assessment of nutrition status and food consumption patterns in military personnel.
- h.* Evaluate and provide technical assistance to activities on policies, procedures, menus, and subsistence requirements for non-fixed medical treatment facilities.

2-3. Deputy Chief of Staff, G-1

The Deputy Chief of Staff, G-1 (DCS, G-1) will—

- a.* Serve as principal adviser on matters pertaining to plans, policies, and programs for personnel.
- b.* Develop policies concerning food service personnel selection, utilization, evaluation, classification, and career development.
- c.* Establish policies for enlisted soldier subsistence entitlements.

2-4. Deputy Chief of Staff, G-3

The Deputy Chief of Staff, G-3 (DCS, G-3) will provide overall coordination for—

- a.* Developing organizational, operational, and material concepts.
- b.* Training military food service personnel.

2-5. Deputy Chief of Staff, G-8

The Deputy Chief of Staff, G-8 (DCS, G-8) is responsible for related matters involving combat, combat support, and combat service support activities, to include funding for field feeding equipment.

2-6. Deputy Chief of Staff, G-4

The Deputy Chief of Staff, G-4 (DCS, G-4) is the Army General Staff proponent for the Army Food Program. The DCS, G-4 will—

- a.* Serve as the principal adviser for the Food Service Program to the Secretary of the Army; the Chief of Staff, U.S. Army; the Army Staff; and all other elements of the Department of the Army.
- b.* Develop plans, policies, programs, doctrine, and standards for management for the Army Subsistence and Food Service Program.
- c.* Coordinate food service matters with the Office of the Secretary of Defense, other military services, and private industry.
- d.* Provide guidance to the Director, ACES on worldwide Army food service policy in the areas identified in paragraph 2-18 of this regulation.
- e.* Provide policy guidance for the establishment and management of subsistence war reserves.
- f.* Develop subsistence budget requirements and coordinate with Assistant Secretary Army (Financial Management and Comptroller)(ASA (FM&C)) and DCS, G-1.
- g.* Establish annual mandatory MACOM requisitioning objectives for operational rations.

2-7. Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management (ACSIM) will—

- a.* Program and budget for new construction and modernization of food service facilities when funded with Military Construction, Army (MCA) funds, in accordance with AR 415-15, and program and budget for the base operations requirements to operate dining facilities.
- b.* Manage the Installation Status Report (ISR) Program.

2-8. Chief of Engineers

The Chief of Engineers (COE) will—

- a.* Prepare designs for new construction and modernization of food service facilities at Army installations and facilities and will coordinate with ACES.
- b.* Design and construct Army facilities for storage, distribution, preparation, and food service.

2-9. Chief, National Guard Bureau, State Adjutants General, and Director of Logistics /U.S. Property and Fiscal Officer

a. The Chief, National Guard Bureau (CNGB) will—

(1) Determine policy for the Army National Guard (ARNG) Food Service Program. The Director ARNG (DARNG), acting for the CNGB, will—

- (a)* Oversee the Food Service Program for all ARNG units.
- (b)* Establish the training criteria for the ARNG .
- (c)* Exercise supervision and assist in policy determination over the ARNG Food Service Program.
- (2) Prepare the ARNG subsistence budget.

b. The State Adjutants General oversee the management of their respective Food Service Programs. They will ensure that—

- (1) Serviceable equipment is available and that a viable program of instruction for user operation and maintenance is established.
- (2) Maximum effort is made to provide formal training to all food service operational and management personnel.
- (3) An awards program to recognize outstanding food service operations and personnel is established.
- (4) A food service officer/food service technician (FSO/FST) is designated as a central point of contact and coordination for matters relating to the ARNG Food Service Program.
- (5) Funding requirements are included within the annual budget for—
 - (a)* Travel of key food service personnel.
 - (b)* Annual reviews for IDT and annual training (AT).
 - (c)* Annual Command Food Service Management Board.
 - (d)* Food service training of subordinate personnel.
 - (e)* Philip A. Connelly and State Food Service Awards Program evaluations.
 - (f)* Unannounced cash counts and verification of DD Form 1544 (Cash Meal Payment Book).
 - (g)* Food service staff assistance visits.
 - (h)* State Food Management Teams.

c. The Director of Logistics (DOL) and U.S. Property and Fiscal Officer (USPFO) will—

- (1) Support the ARNG Food Service Program to ensure that maximum results are achieved at the least cost to the Government.
- (2) Ensure that funding requirements are included in the annual budget for—
 - (a)* Subsistence.
 - (b)* Modified tables of organization and equipment (MTOEs) and authorized garrison food service equipment.
 - (c)* Operation and maintenance requirements for full-time dining facilities and federally funded armories.
 - (d)* Travel of key food service personnel.
 - (e)* Training requirements (resident and mobile).
 - (f)* The Philip A. Connelly Awards Program.
 - (g)* State Food Service Management Board.
 - (h)* State Menu Board meetings.
- (3) Monitor all dining facility accounts to ensure that they remain within authorized standards and that required reviews are conducted. Ensure that all full-time dining facilities operate under ARCS and all other regulatory requirements for Active Army dining facility operation.
- (4) Prepare, award, and administer State competitive food contracts (SCFCs) for ARNG feeding.
- (5) Coordinate with and provide assistance to—
 - (a)* ARNG State Food Service Management Boards.
 - (b)* State/installation food service advisors/technicians.

- (c) State operated troop issue.
- (d) Others as required.

2-10. Chief, Army Reserve

The Chief, Army Reserve (CAR) will—

- a. Prepare the U.S. Army Reserve (USAR) subsistence portion of the annual budget.
- b. Provide assistance to the COE and ACES in the design, layout, and equipment of USAR food service facilities.
- c. Develop USAR food service policy structured to the USAR capabilities and current directives.
- d. Coordinate USAR food service matters with U.S. Army Reserve Command (USARC) DCS, G-4 staff.

2-11. Commander, United States Army Reserve Command

The Commander, USARC will—

- a. Serve as the principal staff adviser to the CAR for all matters associated with the USAR Food Service Program.
- b. Exercise staff supervision and policy determination over the USARC Food Service Program.
 - (1) Plan and implement the Food Service Program for all USARC units.
 - (2) Establish the training criteria for the USARC.
- c. Consolidate management information reports to the Director, ACES, Fort Lee, VA 23801-1601.

2-12. Commanders of regional support commands and direct reporting commands

Commanders of regional support commands and direct reporting commands (RSC/DRC) will—

- a. Supervise the Food Service Program for all USAR units within their command by—
 - (1) Designating a food service advisor to perform technical supervision over the food service activities and accomplish those duties outlined within this regulation and DA Pam 30-22.
 - (2) Providing subordinate units with written guidance outlining how the Army Food Service Program is implemented within their commands.
 - (3) Providing guidance on specific procedures for subordinate units to request, procure, account for, and report subsistence procurement and consumption (ingredients and catered meals) within the RSC/DRC. Copies of published guidance will be provided to the USARC, ATTN: AFRC-LGT-S, 1401 Deshler St., SW, Fort McPherson, GA 30330-2000.
- b. Monitor subsistence expenditures and accounts.
- c. Prepare and submit DA Form 2969-2-R (Subsistence Data Summary) quarterly to the USARC per the procedures in AR 30-5. Submit the DA Form 2969-2-R to HQ USARC, ATTN: AFRC-LGT-S, 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000.
- d. Authorize local or resale commissary purchase of unprepared subsistence and catered meals by subordinate units. The RSC/DRC will maintain the following:
 - (1) Records of all approvals.
 - (2) A current listing, by unit, of all subsistence sources. Provide this listing to USARC (AFRC-LGT-S) not later than 15 November each year Requirements Control Symbol (RCS) RCLG-013. The following required elements will be included in the submission in the order given below:
 - (a) Local purchase.
 - (b) Catered meals.
 - (c) Subsist with others.
 - (d) Subsistence prime vendor (SPV).
- e. Establish an RSC/DRC command awards program to recognize outstanding USAR Food Service personnel and operations for both garrison and field kitchens. Field kitchen recognition may be in conjunction with the Philip A. Connelly awards program.
- f. Conduct annual food service operations and sanitation refresher training for food service officers (FSO), food operations sergeants (FOS), and unit personnel responsible for food service.
- g. Ensure that funding requirements are included within the annual budget for—
 - (1) Travel of key food service personnel.
 - (2) Annual reviews for IDT and AT.
 - (3) Annual Command Food Service Management Board.
 - (4) Food service training of subordinate unit personnel.
 - (5) Philip A. Connelly and Command Food Service Awards Program evaluations.
 - (6) Unannounced cash counts and verification of DD Form 1544.
 - (7) Food service staff assistance visits.
 - (8) Repair and replacement of garrison food service equipment.

2-13. Commanders of major Army commands

The MACOM commanders will—

- a.* Conduct a Command Food Service Management Board (FSMB) as determined by the designated chairperson (overseas regions).
- b.* Designate a food advisor to supervise the MACOM Food Program. This will include but not be limited to the following:
 - (1) Chairing the Command FSMB.
 - (2) Recommending actions on the Food Service Program.
 - (3) Interpreting food service policies and directives.
 - (4) Providing assistance to subordinate units.
- c.* Exercise command supervision of the installation Food Service Programs.
- d.* Publish command food service directives as applicable.
- e.* Make maximum use of technical assistance available from ACES.
- f.* Provide food advisory service to installations or activities when required by an intraservice support agreement (ISSA).
- g.* Coordinate the Philip A. Connelly Awards Program for Excellence in Army Food Service.
- h.* Ensure that each installation maintains a replacement program for food service equipment. The replacement of the equipment should be based on economic life expectancy criteria as developed by ACES. Ensure the coordination of replacement equipment with housing or the facilities engineers as applicable.
- i.* Establish a nutrition awareness program for installation commanders in menu planning. Make resources available for educational materials.
- j.* Require a functional certification of food service contract packages by MACOM food service personnel. This is part of the presolicitation MACOM review of installation food service contract packages. The purpose of the certification is to ensure that the installation is purchasing the level of contractual service needed, not more or less.
- k.* Provide support to Food Management Assistance Team (FMAT) visits to their respective installations. Appoint a representative to accompany the team during the visit.
- l.* Fulfill the requirements for field feeding operations found in paragraph 4-3a.
- m.* Fulfill the requirements for TISA operations found in paragraph 5-2a.
- n.* Program for new construction, alteration, modernization, maintenance, and repair of unit and consolidated food facilities. Ensure that individual projects are submitted to Headquarters, DA (HQDA) addressed to Chief of Engineers (DAEN-ZCP-M), 2600 Army Pentagon, Washington, DC 20310-2600, with the following documentation:
 - (1) DD Form 1391 (FY_Military Construction Project Data).
 - (2) An analysis of existing and future planned serving requirements and capacities of all food service facilities and barracks within a reasonable radius of the proposed project.
 - (3) An analysis of the current rate of participation of existing dining facilities.
 - (4) A site plan of the area analyzed with all existing and proposed food service facilities noted.

2-14. Commanding General, U.S. Army Training and Doctrine Command

The Commanding General, U.S. Army Training and Doctrine Command (TRADOC) will—

- a.* Comply with requirements in paragraph 2-13 above.
- b.* Develop and maintain food service training programs. Supervise the training of food service personnel for all components.
- c.* Conduct all food service combat developments not assigned by HQDA to other commands and agencies.
- d.* Direct studies, develop doctrine, and develop material requirements documents for Army field feeding.
- e.* Develop the organizational structure table of organization and equipment (TOE), personnel requirements, and military occupational specialty (MOS) descriptions to support food service operations for the Army.
- f.* Serve as the Army user representative for field feeding equipment.

2-15. Commander, U.S. Army Forces Command

The Commander, U.S. Army Forces Command (FORSCOM) will—

- a.* Comply with requirements in paragraph 2-13 above.
- b.* Establish the training criteria for the USAR, TOE and table of distribution and allowances (TDA) units, and Reinforcement Training Units (RTU) within the continental United States (CONUS).
- c.* Supervise the readiness training of ARNG and USAR units.
- d.* Provide technical assistance to USAR units on a scheduled and requested basis.

2-16. Commanding General, U.S. Army Pacific Command

The Commanding General, U.S. Army Pacific Command (USARPAC) will—

- a. Comply with requirements in paragraph 2–13 above.
- b. Plan and implement the Food Service Program for all USARPAC USAR units.
- c. Establish the training criteria for the USAR, TOE and TDA units, and RTU within Alaska, Guam, American Samoa, Japan, Korea, and Hawaii.
- d. Supervise the readiness training of the ARNG and USAR units.
- e. Provide technical assistance to USAR units on a scheduled and requested basis.

2–17. Commanding General, U.S. Army Materiel Command

The Commanding General, U.S. Army Materiel Command (AMC) will—

- a. Comply with the requirements of paragraph 2–13 above.
- b. Develop the Research, Development, and Engineering (RD&E) Program in the areas of food, food service systems, equipment, and uniforms.
- c. Conduct engineering and design tests to determine suitability of packaging, operational rations, subsistence items, and equipment through the U.S. Army Soldier Biological and Chemical Command (SBCCOM).
- d. Develop and maintain specifications and other procurement documents for subsistence items and food service equipment.
- e. Process authorization documents for food service equipment and supplies.
- f. Develop systems and procedures for, and exercise control over, the Army supply distribution system for food service equipment and general supplies.
- g. Compute Army mobilization and contingency plan subsistence requirements.
- h. Establish procedures Army War Reserve operational rations. This includes the computation of requirements, requisitioning, stocking, rotating, and reporting.

2–18. Director, Army Center of Excellence, Subsistence

The DCS, G–4 provides direction and guidance to the Director of ACES in matters pertaining to the worldwide Army Food Service Program. The Director of ACES will—

- a. Analyze worldwide command and installation Food Service Programs, provide assistance and training as required, and provide to HQDA, DCS, G–4, a quarterly analysis of findings and recommendations on improvements and corrective actions.
- b. Recommend changes in Food Service Programs and systems. Develop detailed procedures to implement policies and programs.
- c. Develop proposed policy and guidance in the form of Army regulations, pamphlets, circulars, field manuals, and memorandums for referral to DCS, G–4.
- d. Develop prototype CONUS and overseas menus and special purpose menus as needed.
- e. Provide representation on the Department of Defense (DOD) food service related committees.
- f. Coordinate the entry of new food items for operational rations into the Department of the Army, in conjunction with other Services and Defense Logistics Agency (DLA).
- g. Develop doctrine, training policies, training circulars, and other publications concerning the Army Food Service Program.
- h. Review and recommend changes to the Army Authorization Documents System (TAADS) documents and staffing guides for Army dining facilities.
- i. Review and validate dining facility new construction and modernization projects contained in the annual MCA construction programs. Provide a copy of project validation memorandum to HQDA, ATTN: DALO–TST.
- j. Assist in the planning, review, and justification of programs for minor construction, operations, maintenance, space allocations, equipment schedules, functional equipment layout and criteria, and operational characteristics for the design of Army food service facilities.
- k. Serve as the approval authority for requests to support MCA projects for nonstandard items of food service equipment. This does not apply to items for hospital and non-appropriated fund dining facilities.
- l. Identify and provide DCS, G–4 with the Operations and Maintenance, Army (OMA) dollar amounts required by fiscal year, by MACOM, and by installation during the validation of the annual MCA program.
- m. Administer the OMA and Other Procurement, Army (OPA) funds. The Director, ACES will—
 - (1) Receive, review, fund, and forward requisitions to the appropriate supply source for OMA- and OPA-funded equipment.
 - (2) Provide the responsible design and construction agency or installation DOL, as determined by the installation commander, with funds needed for the OMA funded décor items in support of new construction or modernization projects.
- n. Serve as a user representative and technical advisor pertaining to types and allowances for Army food service garrison equipment.
- o. Provide technical assistance, evaluation, and guidance to commanders on food program objectives, policies, and

procedures through the use of food management and technical assistance team visits in concert with MACOM food service representatives.

- p. Coordinate research and development actions with appropriate activities.
- q. Administer the annual Philip A. Connelly Awards Program for Excellence in Army Food Service and the Culinary Arts Program for the Army.
- r. Sponsor and support the U.S. Army Culinary Arts Team.
- s. Review, evaluate, advise, certify, and assist in the development and administration of contracts for food service functions or the operation of food service facilities.
- t. Maintain a list of food service equipment that reflects the economic life expectancy of mechanical kitchen equipment.

2–19. Installation commanders (CONUS and overseas)

Installation commanders will supervise, manage, and promote the operational efficiency of all appropriated fund food service activities on the installation. Installation commanders are responsible for the following:

- a. *Garrison operations.* The responsibilities for garrison operations are in chapter 3.
- b. *Field training operations.* The responsibilities for field training operations are in chapter 4.
- c. *TISA operations.* The responsibilities for TISA operations are in chapter 5.

2–20. Unit and organization commanders

Unit and organization commanders will supervise, manage, and promote the operational efficiency of all garrison and field food service operations and activities that they maintain operational control over.

- a. See chapter 3 for garrison operation responsibilities.
- b. See chapter 4 for field training operation responsibilities.

Chapter 3

Garrison Food Service Operations

This chapter establishes policies applicable for operating appropriated fund dining facilities. It includes dining facility operations for Active Army and full-time ARNG and USAR operations, as well as IDT feeding. The policies contained in this chapter are applicable to all Army dining facilities, except for fixed medical treatment facilities. All users will follow the policies contained in this chapter. Procedural guidance is contained in DA Pam 30–22. Automated procedures are documented in the appropriate user's manual and HQDA policy letters. In the absence or extended failure of automation, revert to the manual procedures contained in DA Pam 30–22.

Section I

Installation Food Service Operations

3–1. Responsibilities of installation commanders

Installation commanders will supervise and promote the operational efficiency of all appropriated fund food service activities on the installation. Installation commanders will—

- a. Establish an installation FSMB in CONUS. Paragraph 3–54 of this regulation contains policies regarding FSMBs.
- b. Designate a food program manager (FPM) (see para 3–12) to supervise the installation's assigned, tenant, and satellite appropriated fund food service activities. Establish a food program management office, incorporating all personnel involved in the management of the installation food program. Paragraph 3–11 contains guidance regarding the integrated food program management office.
- c. Designate, in writing, an individual(s) to conduct required semiannual (March and September) closeout inventories in each operational dining facility. The person designated should be a disinterested person (an officer, DA civilian (DAC), or noncommissioned officer (NCO)).
- d. Ensure that required reviews (cash counts and quarterly reviews) are conducted per the procedures in DA Pam 30–22.
- e. Establish measures to prevent diversion of subsistence to support social functions. See paragraph 3–44j for guidance on social functions.
- f. Establish measures to prevent the wrongful diversion (see para 3–23) or sale (see para 3–37) of rations.
- g. Establish and approve a command policy under which officers, civilian personnel, guests, and others may purchase meals in appropriated fund dining facilities (see para 3–34). Prior to authorizing cash sales, commanders must consider the following:
 - (1) The adequacy of dining facilities' space, equipment, and manpower and the potential impact on the quality of service to authorized subsistence in kind (SIK) diners.

- (2) The nature, location, and hours of duty for potential cash customers.
- (3) The suitability and availability of non-appropriated fund food service facilities and local civilian feeding establishments.
- h.* Budget and provide adequate support for the maintenance and repair of food service facilities and equipment, the installation of new and replacement equipment, and for utilities.
- i.* Ensure compliance with food sanitation provisions set forth in Technical Bulletin, Medical (TB MED) 530, equipment operations per AR 420–49, and hazardous material handling per AR 385–10.
- j.* Conduct annual usage and consolidation reviews of the installation dining facilities. Upon completion of the reviews, the results and the rationale for decision (for consolidation or nonconsolidation) for each dining facility will be documented and retained on file for a period of 2 years. See paragraph 3–8 of this regulation and paragraph 3–5 of DA Pam 30–22 for additional guidance.
- k.* Establish a system that ensures uniformity in evaluating all dining facilities and recognizes outstanding food service personnel and operations.
- l.* Be the approving authority to authorize enlisted personnel or civilian staff officers to perform functions normally assigned to the unit commander or FSO to include the signing of all food service forms.
- m.* Submit the FSMP following the procedures in DA Pam 30–22.
- n.* Approve the establishment or disestablishment of appropriated fund dining facilities on the installation to include isolated sites.
- o.* Designate a sufficient number of dining facilities in garrison to subsist enlisted soldiers not assigned or attached to a unit on the installation, or newly arriving and/or departing personnel and dependents. Also designate dining facilities to support enlisted personnel and officers who for administrative, medical, or other reasons, return to garrison during field training.
- p.* Verify the adequacy of menus being served; ensure that required subsistence items are available and that accounting procedures as prescribed herein are followed. See paragraph 3–12 of this regulation.
- q.* Monitor the monetary status of the installation dining facilities. Determine at the conclusion of the fiscal year (within 5 workdays) the monetary status of the installation Food Service Program.
- r.* Appoint an installation control officer for DD Form 1544, per paragraph 3–27 of this regulation.
- s.* Coordinate the implementation of an energy management program for food service.
- t.* Authorize change funds for dining facilities in accordance with DOD 7000.14–R, volume 5, when appropriate.
- u.* Promote a comprehensive nutrition program for all operational dining facilities on the installation per the standards in AR 40–25.
- v.* Ensure procedures contained in this regulation regarding staff duties of the FPM, food advisors, and the operational duties of FSOs will not be performed by one individual at any level of command without prior approval from the installation’s respective MACOM.
- w.* Compare food service contract requirements (all types) with the actual food service requirements on the installation 1 year prior to the conclusion of the contract. The objective of this comparison is to identify significant deviations from contract requirements to modify current and/or future contract requirements to meet the actual needs of the installation. Upon completion of the comparison, the results and the decision of the command for each type of food service contract will be documented and retained on file for a period of 2 years.

3–2. Army policy on the establishment of appropriated fund dining facilities

The installation commander will provide food service support that is in the best interest of the Government, the installation, and the personnel being supported. Before establishing the initial or any additional dining facilities, the installation commander will evaluate the most advantageous method of subsisting personnel. Criteria for consideration will be the following:

- a.* The possibility of subsisting personnel in an existing facility.
- b.* Authorizing enlisted personnel to be placed on basic allowance for subsistence (BAS).
- c.* Contracting with a commercial activity. If this alternative is selected, a request must be submitted through channels to the supporting MACOM.
- d.* Establishing the facility in accordance with the installation’s FSMP.

3–3. Establishing a unit or consolidated Active Army dining facility

Requests to establish a unit or consolidated dining facility will be submitted by the unit commander or designated alternate to the installation commander for approval. Units not located on an installation will forward their requests through the commander providing food advisory support for recommendations to the MACOM of the requesting unit. Procedures to establish a dining facility are contained in DA Pam 30–22.

3–4. Establishment of an à la carte dining facility

- a.* An installation may request to establish an à la carte dining facility. This type of facility provides an alternative

feeding method to support the unit or installation mission. In an à la carte system, each menu item is priced and sold separately to customers who are required to reimburse in cash. Personnel authorized SIK will fulfill their entitlement in the facility.

b. Policies related to the operation of an à la carte dining facility are contained in paragraph 3–29 of this regulation. Procedures to establish an à la carte dining facility and à la carte operating procedures are contained in DA Pam 30–22.

3–5. Establishment of a reserve component dining facility

a. Requests to establish ARNG full-time dining facilities to support training programs at State-operated training sites will be forwarded through command channels to the CNGB, ATTN: NGB–ARL, 111 South George Mason Drive, Arlington, VA 23204–1384 for approval.

b. Requests to establish USAR full-time dining facilities to support training programs will be forwarded through command channels to the Chief, Army Reserve (DAAR–LO), Washington, 2414 Army Pentagon, DC 20310–2414 for approval.

c. Procedures to request the establishment of a RC dining facility are contained in DA Pam 30–22.

3–6. Establishment of senior Reserve Officers' Training Corps (ROTC) cadet dining facilities

Separate dining facilities may be established to support cadets attending summer training at an Army installation in accordance with the provisions of AR 145–1. When separate dining facilities are established, the supporting installation commander will—

a. Operate the dining facility as an ARCS account.

b. Supply the necessary dinnerware, glassware, tableware, kitchen equipment, curtains, and other decorative items to provide the best possible support in a pleasant environment. These items will be issued and accounted for under the provisions of AR 710–2.

c. Provide necessary officer and enlisted food service personnel to meet cadet training support requirements.

d. The procedures to establish a senior ROTC dining facility are identical to those for establishing Army dining facilities found in DA Pam 30–22, paragraph 3–1.

3–7. Disestablishment of appropriated fund dining facilities

a. When a dining facility is scheduled to close, every effort will be made to bring the dining facility account to a zero or underspent status by the closing date.

(1) Food advisory personnel will monitor the operation to ensure that existing subsistence stocks are incorporated into the menus before the closing meal.

(2) After the last meal is served, a disinterested officer will conduct a physical inventory of all subsistence remaining to determine the value of the closing inventory for the account status. Disposition of the remaining subsistence is outlined in DA Pam 30–22.

(3) When a dining facility is closed and the account cannot be brought to a zero or underspent status, a report of survey (RS) will be initiated as outlined in AR 735–5.

b. The installation FPM (see para 3–12), in coordination with the installation planning office, the directorate of public works (DPW), and the director of industrial services (DIS) or equivalent activity will determine if a closed dining facility should be retained for mobilization or RC use (IDT or AT support) or permanently disestablished. Procedures for disestablishing a dining facility are contained in DA Pam 30–22.

3–8. Utilization review

Installation commanders will annually conduct a utilization review of all installation dining facilities. Utilization rates are calculated by using the formula contained in DA Pam 30–22.

a. Installation commanders must consider consolidating dining facilities when total utilization of any facility drops below 65 percent of the design capacity on an annual basis.

b. Installation commanders must also consider alternative arrangements such as opening additional dining facilities or limiting participation of cash customers when the utilization rate exceeds design capacity by 10 percent.

3–9. New construction and modernization/renovation of an Active Army dining facility

a. Any new construction/MCA, modernization/renovation, or décor package improvement projects must be coordinated with ACES.

b. For the purpose of this regulation, the following terms are defined:

(1) New construction-MCA projects over \$500,000 per AR 415–15.

(2) Modernization/Renovation-Improvement projects costing less than \$500,000 and that do not involve removal of the physical structure (walls and roof) of the dining facility.

(3) Décor packages-Improvements and enhancements to the physical appearance of the dining facility.

3-10. Food Service Management Plan (RCS CSGLD-1881)

a. The purpose of the FSMP (RCS CSGLD-1881) is to provide guidance for the formulation and implementation of enlisted personnel dining facility—

- (1) Construction.
- (2) Modernization.
- (3) Improvement planning.
- (4) Full mobilization planning.

b. ACES administers the plan for HQDA. All MACOMs will submit a FSMP for each of their Active Army installations every 2 years or whenever there is a change to the FSMP.

c. The FPM will prepare the FSMP and supporting documents and coordinate with the installation master planner's office. The FSMP will list all dining facilities. This includes those to be used by the RC for mobilization and those that were wholly or partially constructed or modernized with host nation funds.

d. The FSMP must be reviewed and revised when there is a change in the Army stationing and industrial plan or a change in the annual MCA program due to action by the MACOM, HQDA, or Congress.

e. Procedures for preparing the FSMP are contained in DA Pam 30-22, appendix B.

3-11. The Food Program Management Office

a. In accordance with paragraph 3-1b, installation commanders will establish a food program management office (FPMO). This office will incorporate all personnel involved in the installation food program. The following personnel, when maintained under the installation command authority, will be included in this organization:

(1) The FPM will be responsible for supervision of the FPMO and all of the installation's appropriated fund food program activities, to include support to tenant and satellite appropriated fund food program activities. Functions of the FPM are contained in paragraph 3-12 of this regulation.

(2) The subsistence supply manager (SSM), formerly the troop issue subsistence officer.

(3) All TISA staff.

(4) The accountable officer for subsistence, if this individual is not the SSM or FPM.

(5) The contracting officer's representatives (CORs) and quality assurance evaluators (QAEs) for food service contracts on or in support of the installation.

(6) The systems administrator, when dedicated to the operation and maintenance of the Army Food Management Information System (AFMIS) and Subsistence Total Ordering and Receipt System (STORES).

b. The FPMO is organized under the direction of the senior individual responsible for logistics on the installation DOL, DBOS, and so forth.

3-12. The Food Program Manager and other food advisory personnel

a. The FPM (see glossary) is the senior food analyst (military or civilian) to the installation commander and is responsible for the food program on the installation. Functions of the FPM include the following:

(1) Directing and managing the installation Food Service Program to ensure that maximum results are achieved at the least cost to the Government.

(2) Writing and enforcing local policies and procedures, consistent with the DOD, HQDA, and installation commander's policies.

(3) Ensuring that funding requirements to operate dining facilities (including equipment replacement) are included in the annual budget.

(4) Monitoring all dining facility accounts to ensure that they remain within authorized standards and that required reviews are conducted. Ensuring that all dining facilities operate under the regulatory requirements.

(5) Determining the financial status of the installation food program at the conclusion of the fiscal year. The total value of the installation's dining facilities overspent accounts must be equal to or less than the total value of underspent accounts.

(6) Serving as chairperson and voting member of the installation FSMB.

(7) Coordinating with and providing assistance to all food service personnel assigned to or operating at the installation.

(8) Completing the food service portion of the installation status report per AR 210-14.

(9) Ensuring proper distribution and action required by all U.S. Military, U.S. Coast Guard, and Army and Air Force Exchange Service Activities (ALFOODACT) messages.

b. Food advisors, technicians, and food operations management NCOs collectively and individually will assist the FSO and FOS. They will advise their respective commanders on all matters related to dining facility management, food preparation, equipment, facilities, training, and personnel.

c. The responsible food advisor will complete an action plan (para 3-13 below) that will serve as a quarterly review of the dining facility account.

3-13. Food service action plans

a. Advice to commanders having operational control of a dining facility will be by formal written action plans. These action plans will note deficiencies in dining facility operations with regard to regulatory policy and procedure (regulations and pamphlets). Food service action plans will contain recommended corrective measures to noted deficiencies. Procedures for completing and processing action plans are contained in DA Pam 30-22.

b. The food advisor will submit an action plan to the commander on a quarterly basis (annually for RCs). One copy will be forwarded through the next higher headquarters providing food service support to the FPM.

3-14. Operational review requirements

a. Dining facility reviews will be conducted to ensure that proper procedures are being followed in dining facility operations. The reviews will apply to all except contract dining facilities. These reviews will provide the commander a reasonable assurance that existing guidance (policy from this regulation and procedures from DA Pam 30-22) is being followed.

b. Active Army and full-time RC dining facilities will be reviewed in accordance with the procedures in DA Pam 30-22. Food advisory personnel appointed by the next higher headquarters will conduct the reviews.

c. Dining facility records for ARNG units will be reviewed annually (to include IDT and AT) using the checklist developed and distributed by the State food advisor. The food service officer, advisor, or supervisor of the next higher headquarters is responsible for conducting the review of subordinate dining facility accounts.

d. For the USAR, food advisors at the RSC/DRC will review dining facility records of subordinate USAR units annually (to include IDT and AT). Food service advisors at lower levels of command may be designated by the RSC/DRC to perform this function. A sample checklist for use by the RSC/DRC conducting the annual review may be obtained from the RSC/DRC.

e. Reviews of contractor operated dining facilities will be conducted as part of the quality assurance surveillance program.

3-15. Installation food service financial management

a. The FPM will conduct a mid-year review in the month of April to determine the financial status of all dining facilities on the installation. The FPM will analyze all overspent dining facility accounts. For any account that is overspent, the FPM will assist the FOS in developing a plan to ensure that facility ends the fiscal year (FY) at zero or underspent.

b. At the conclusion of the FY, the FPM will determine the installation food program financial status (the comparison of all underspent DF accounts to all overspent accounts). The installation food program financial status policies are located in paragraph 3-12 of the regulation. When the installation food program financial status does not end the FY at zero or underspent, relief from loss will be accomplished for each overspent dining facility per paragraph 3-16 below.

3-16. Relief from losses

a. The conditions that require relief from loss are as follows:

(1) Discarding prepared subsistence (upon notification of veterinary service personnel (VSP)) when—

(a) An alert is called during the serving of a meal.

(b) There is a failure of anticipated personnel to subsist.

(c) Subsistence is contaminated, damaged, or destroyed during or after preparation.

(2) Failure to support ration request with headcount data.

(3) Contamination or damage of subsistence in storage.

(4) Condemnation.

(a) When VSP or appropriate medical staff determines that subsistence is not fit for human consumption, authorized dining facility personnel will destroy it in accordance with DA Pam 30-22.

(b) When RC commanders are unable to obtain veterinary or medical staff assistance, they may condemn subsistence under the commander's authorization.

(5) At the conclusion of the fiscal year, if the total dollar value of the installation's dining facilities overspent accounts exceeds the total dollar value of underspent accounts.

b. When loss exceeds \$350.00, a report of survey will be prepared in accordance with paragraph 3-17 below and AR 735-5.

c. When the total value of loss does not exceed \$350.00, and there is no known or suspected negligence involved, the commander may use the alternate procedures contained in DA Pam 30-22 in lieu of initiating a report of survey.

d. Relief through reports of survey is not authorized for contractor operated dining facilities. Losses will be managed by the contracting officer (CO) and the contractor.

3-17. Report of survey instructions

- a.* Initiation of the report of survey, DA Form 4697 will be in accordance with the procedures outlined in AR 735-5 and DA Pam 30-22.
- b.* The result of the final report of survey action has no bearing on the adjustment action for the loss. The adjustment will be posted upon initiation of the report of survey once the document control number has been assigned.
- c.* Any report of survey initiated for a loss over \$4,000 will be copy furnished through ACES to HQDA.
- d.* For contracted facilities, the CO's letter of determination will be used in place of the report of survey.

3-18. New subsistence items

- a.* Procedures for requesting and adding new subsistence items to the installation food program are contained in DA Pam 30-22.
- b.* The FPM will provide final approval authority for all new subsistence items.

Section II

Dining Facility Operations

3-19. Responsibilities of unit and organization commanders

- a.* Unit and organization commanders responsible for the operation of a dining facility will—
 - (1) Ensure that assigned food service personnel are working in their primary MOS and that adequate food service personnel are available to accomplish the mission.
 - (2) Ensure that assigned personnel are properly trained and proficient in preparing and serving subsistence and in all dining facility operations that are applicable to their skill level.
 - (3) Ensure that correct accounting procedures are implemented.
 - (4) Enforce measures to conserve, safeguard, and account for all subsistence supplies purchased, issued, prepared, and served.
 - (5) Ensure that garrison dining facility operations conform to the highest attainable standards in food preparation, service, atmosphere, and sanitation by—
 - (*a*) Conducting unannounced visits to the dining facility to observe actual operations.
 - (*b*) Soliciting diner comments (verbally or by use of a suggestion program).
 - (*c*) Taking necessary action to correct deficiencies noted.
 - (*d*) Attaching all food service personnel to the unit that maintains operational control of the dining facility, whenever possible.
 - (6) Appoint a FSO and alternate(s) (only when staffed with Army cooks) in writing for the purpose of administering duties as specified in this regulation and DA Pam 30-22. The commander must also ensure that the appointed FSO and alternate(s) receive the required training and that the food advisor does not perform those functions assigned to the FSO.
 - (7) Ensure that subsistence items are not used in support of social-type activities.
 - (8) Ensure that reimbursement for meals furnished to BAS personnel during field training is completed in accordance with the reimbursement procedures in Defense Financing and Accounting Services-Indianapolis (DFAS-IN) Regulation 37-1 and DA Pam 30-22.
 - (9) Ensure that the dining facility account ends the FY at zero or underspent.
 - (10) Coordinate any special requirements with food service personnel in charge when receiving subsistence support from other units or organizations.
 - (11) Provide readily accessible information regarding nutrition to food service personnel and promote nutrition education for soldiers.
 - (12) Ensure that authorized garrison food service preparation, sanitizing and serving equipment, to include décor items, is available and operational.
 - (13) Ensure that separate seating or personal services are not used for officer, BAS, or civilian personnel.
- b.* In addition to the areas of responsibilities in paragraph *a* above, RC commanders will—
 - (1) Ensure that catered meals are procured only when food service personnel and equipment are not authorized or available and support cannot be obtained through an ISSA from an RC or active military unit with food service capability.
 - (2) Ensure that written authority to obtain commercial subsistence procurement is obtained from the DOL (ARNG) or RSC/DRC (USAR) before the purchase of subsistence ingredients or catered meals.
 - (3) Ensure that all meals requested above the paid authorized diners strength are reimbursed for in cash or deleted from the strength report.

3-20. Meal service schedule

- a. The serving period for each meal will be a minimum of 90 minutes. The installation commander will approve or disapprove all requests to shorten the 90-minute serving period.
- b. The installation commander may authorize the serving of brunch and supper meals on weekends and holidays. Additional guidance for brunch and supper meals is in DA Pam 30-22, paragraph 3-69.
- c. The installation commander may authorize the serving of a midnight meal. This meal is only for personnel who, due to mission, are unable to attend the normal breakfast or dinner meal. DA Pam 30-22 contains further guidance for midnight meals.

3-21. Requisitioning and receiving authorizations

- a. The requirements of this paragraph apply only for subsistence items that are obtained directly from a TISA. It is not applicable for subsistence received from a prime vendor.
- b. For Active Army or full-time RC dining facilities, the unit commander will designate separate personnel authorized to requisition or receive subsistence. A memorandum listing the personnel will be maintained on file in the dining facility with a copy supplied to the servicing TISA. Proper identification and delegation of authority is required for each individual authorized to requisition or receive subsistence.
- c. The requirement to designate separate requisitioning and receiving personnel is waived when the dining facility is staffed by seven food service personnel or less.
- d. Procedures for completing delegation of authority documents are contained in DA Pam 30-22 and DA Pam 710-2-1.

3-22. Menu planning

A major responsibility of the FOS is to ensure that diners have nutritionally adequate menu choices. The FOS will use the installation menu (see para 3-53) and will adjust as needed (if authorized by the FSMB) to reflect local subsistence supplies and troop preferences.

- a. *Routine menu planning.* The objective of routine menu planning is to form a basis for food buying and production. All food operation management personnel must continually analyze cost, storage, and labor factors to determine the most effective method of purchasing and preparing food. The cost per yield, available personnel, market cost at varying times of the year, and the monetary status of the dining facility account will determine which items to purchase.
- b. *Special menu planning.* The daily menu standards (see DA Pam 30-22, para 3-69) should support menu planning for special dietary considerations. Vegetarianism and religious dietary requirements are normally addressed within the framework of the daily menu items offered. However, development of specific entrée's or menu's to address vegetarianism or special religious requirements will be accommodated when sufficient customer demand exists.
- c. *Nutrition awareness.* Active Army and full-time RC dining facilities will post menus where the diner may read them before or upon entering the facility. The posted menus will include all meals scheduled for service that day and will include the caloric value of each food. At least one type of nutrition education material must be on display in the dining facility, such as nutrition posters, table tents, or nutrition bulletin boards.

3-23. Safeguarding subsistence

Subsistence will be safeguarded during receipt, storage, issue, preparation, and serving. Prevention of unauthorized diversion of Government subsistence will be included in the installation crime prevention program, in accordance with AR 190-13, and the physical security programs, per AR 190-16 and AR 190-51. Misuse, waste, or mismanagement actions pertaining to subsistence will be cause for investigation and appropriate action as deemed necessary by the installation commander.

3-24. Inventory management

- a. *Inventory criteria.* Dining facility inventory levels will be maintained using the following criteria:
 - (1) The total dollar value of the monthly inventory (perishable and semiperishable) will not exceed the total dollar value of dining facility earnings for a 6-day average period. The dollar value of earnings will be determined by using the previous months average daily earnings multiplied by six.
 - (2) The FPM will authorize in writing all deviations from the inventory level policy.
- b. *Monthly inventory.* The FOS or a designated representative operating a full-time ARCS account will conduct a physical inventory of all on hand subsistence on the last day of each accounting month. Follow the procedures in DA Pam 30-22. When a dining facility is scheduled for closing prior to the end of the accounting month (such as for a break in training cycle or an extended holiday period), the end of the month inventory will be conducted on the last operational day.
- c. *Semiannual and end-of-year inventory.* The FOS will conduct a semiannual and end-of-year inventory on the last day of March and September per the procedures in DA Pam 30-22. Additionally, the installation commander will designate an individual to verify the inventory process at each operational dining facility. The designated individual

will verify the physical count and mathematical accuracy of the inventory. The designated individual must be present during the inventory process and is responsible to verify the quantity of items recorded on the inventory record as being on hand.

d. RC unit inventory. RC units will maintain an inventory record of unprepared subsistence remaining after meal preparation, as appropriate.

3-25. Production schedule and kitchen requisition

a. The FOS will provide written guidance to cook personnel for menu preparation and meal service using the production schedule. It provides routine documentation of subsistence items used. A separate production schedule will be prepared for each meal served (breakfast, lunch, dinner, box lunch from in-house ingredients, midnight meal, brunch, and supper).

b. The production schedule is to be completed regardless of the size of the dining facility, the type of subsistence being served (excluding operational rations), the number to be subsisted, or whether the meal is served in garrison or prepared in garrison to be served in a field environment.

c. The kitchen requisition is used to intensively manage high dollar and sensitive subsistence items. It also documents the disposition of self-service items, condiments, and standing operating procedures (SOP) items.

d. The production schedule and kitchen requisition will be completed using the automated system operating procedures or the manual procedures in DA Pam 30-22.

3-26. Headcount policies

a. Active Army and full-time RC dining facilities are primarily designed to provide meals to those enlisted personnel who are entitled to subsist at Government expense. The following headcount policies apply:

(1) The signature headcount system will be used to record the signature of each individual subsisting in an appropriated fund dining facility at no charge unless one-line entries are authorized (as identified in DA Pam 30-22). Adding or causing signatures to be added to signature headcount sheets or the altering of other dining facility forms for the purpose of obtaining additional monetary credit is a violation of the Uniform Code of Military Justice (UCMJ) and will be cause for investigation and action by the commander.

(2) Other military and civilian personnel may be authorized to subsist on a reimbursable basis in dining facilities when approved by the installation commander. The Assistant Secretary of Defense (Comptroller) (ASD(D)) establishes the rates that are to be charged for meals to recover both food cost and operating expenses. The amount to be collected from each category of diner, based on the type of meal served, is transmitted to installations by HQDA. Specific guidance regarding each category of diner is discussed in paragraph 3-35.

(3) The headcounter's full attention will be devoted to accurately accomplishing headcounter duties as prescribed in this chapter and DA Pam 30-22. The headcounter will be provided with—

(a) Proper forms, procedures, and examples for use in obtaining signatures and recording headcount data, whether done manually or with an automated headcount system. Appendix D in DA Pam 30-22 contains headcounter SOPs.

(b) If appropriate, a list of civilian personnel authorized to be subsisted.

(c) If the headcount duty is for the midnight meal, a memorandum listing of all personnel, by category, who are authorized to consume this meal.

(d) The current DOD published meal rate prices, effective 1 October, each year.

b. When approved by the installation commander or authorized by the installation food service contract, the headcounter (or other person designated to take cash collections for meals) may be provided with a change fund in accordance with DOD 7000.14-R, volume 5.

c. The FOS or designated representative will periodically check the headcounter during the meal to ensure that proper procedures are being conducted. In addition, the FOS will ensure that all members of the dining facility staff, cooks in SIK and BAS status, food service contract employees, civilian attendants, visitors, and guests sign the proper headcount sheet or cash collection document when consuming a meal. Consuming food in any quantity (other than sampling as defined in the glossary) at any time will be considered a meal consumed and must be accounted for by signature headcount or cash collection methods.

3-27. Cash meal payment books and cash collection

a. Cash meal payment sheets. The DD Form 1544 is an accountable document used to record the cash payment for Government-furnished meals sold to authorized personnel. These sheets are issued in prenumbered covered books consisting of 50 individual sheets. The book contains instructions for use, transfer control and receipts, and a register for the issue of individual sheets.

b. Safeguarding the DD Form 1544 and cash.

(1) All DD Forms 1544 and cash will be accounted for at all times and properly stored in a safe or a field safe that is properly secured to an immovable object.

(2) Funds collected from the sale of meals will be safeguarded as prescribed in DOD 7000.14-R, volume 5. Loss or misappropriation of cash or sheets will require an investigation under the provisions of AR 15-6 and AR 735-5.

(3) All cash collected will be properly handled and turned in according to the appropriate method contained in DA Pam 30-22. Each accounting period, fiscal year (FY) will begin with a new cash meal payment sheet.

c. Verification of DD Form 1544 and cash.

(1) An unannounced verification and cash count will be conducted once each quarter, not in conjunction with the quarterly action plan, in all Active Army and full-time RC dining facilities operating under ARCS. The purpose of the audit is to ensure that all issued DD Forms 1544 and all cash collected from the sale of meals, being retained before turn-in, are physically present with the responsible person or activity.

(2) The verification for RC units performing IDT will be conducted at least once during each fiscal year.

(3) The audit for contractor-operated dining facilities will be performed as part of the quality assurance surveillance program or as specified in the contract.

d. Appointment of an installation control officer.

(1) The installation commander for Active Army units, State Adjutant General for ARNG units, and the RSC/DRC commander for USAR units will appoint in writing an installation control officer and alternate for DD Form 1544 from other than the staff of the FPMO (other than the food advisor for RC units).

(2) The control officer is responsible for requisitioning and receiving DD Form 1544 books from the installation, State, or RSC/DRC publications officer. The DD Form 1544 books will be accounted for using the procedures in DA Pam 30-22.

e. Annual revalidation of DD Form 1544.

(1) Active Army units will revalidate all DD Form 1544 books issued during the fiscal year that have not been turned in. Revalidation will be completed no later than 5 duty days after the end of the fiscal year, and will be completed in accordance with DA Pam 30-22.

(2) The RC revalidation will be accomplished by return of the complete book to the appropriate control officer. The State ARNG and RSC/DRC food advisors will closely monitor the deactivation or reorganization of RC units and ensure that all books are accounted for.

f. Units and organizations operating dining facilities. Commanders of units and organizations operating dining facilities will appoint the FSO to request, receive, and turn in cash meal payment books or sheets from the installation or consolidated headquarters control officer. The number of books that may be maintained on hand by the FSO will be based on the dining facility's requirement for 7 days.

g. Cash turn-in schedule. Procedures to account for and turn in cash are outlined in DA Pam 30-22 and AR 37-104-4.

h. Cash registers. When approved by the installation commander, cash registers may be used in place of the cash collection sheets.

3-28. Headcount summary

Headcount data from the signature headcount and cash collection sheets (or cash register receipt) will be summarized using the appropriate manual form or automated process. The FOS must ensure that all persons served were counted, including early and late diners. Instructions for completing the headcount summary are contained in DA Pam 30-22.

3-29. The à la carte system

a. Training. Each installation/dining facility that elects to implement the à la carte system must undertake an extensive training program to orient personnel to the system. Training must include not only the technicalities of the system, but related subjects such as soldier/customer relations, progressive cookery, garnishing, food merchandising, leftover control and, most importantly, portion control or serving size.

b. Planning committee. An à la carte planning committee will be formed at least 6 months prior to the implementation date. Membership will include the DOL; the installation food advisory personnel; the SSM; Representative, Installation Surgeon; FOSs, and AFMIS system administrator, as a minimum. Topics for the planning committee are in DA Pam 30-22.

c. Operational policies.

(1) *Seconds or multiple portions.* The à la carte policy for seconds or multiple servings will be as follows:

(a) For SIK soldiers/customers, seconds will consist of all menu items (sides, salads, desserts and beverages) except the main entree(s). SIKs customers will not be charged for seconds. A "seconds" key will be utilized at the cash register station for returning SIK customers to preclude double counting for workload or headcount earnings.

(b) Cash customers will pay for all menu items selected, to include seconds or multiple servings. A "seconds" key will also be utilized for cash customers purchasing seconds when returning to the serving line. The use of the "seconds" key for cash customers will provide management with a more accurate record of production/accountability requirements.

(2) *Disposable supplies for takeout.* Additional charges above the normal discount or standard pricing are not authorized to cover the cost of disposable items.

(3) *Return to fixed pricing.* A permanent return to the fixed price meal system is not recommended without HQDA authorization.

(4) *Holiday meals.* A return to a fixed meal rate price for Thanksgiving, Christmas holiday meals, and for the Army Birthday celebration is authorized. The price charged will be the DOD published holiday meal price for all holiday menus. The facility will earn basic daily food allowance (BDFA) credit for all meals served using the fixed meal rate pricing. Additional funding beyond the BDFA is not authorized when the DOD meal rate is used and BDFA entitlement is less than the dollar value of the food being served.

d. Menu item selling price. À la carte selling prices and reimbursement requirements will be calculated using the following policies. Procedures for calculating à la carte selling prices are found in the DA Pam 30–22.

(1) The discounted selling price consists of the food cost and condiment cost.

(2) The standard selling price consists of the discounted selling price with the addition of a surcharge to cover operating expenses.

(3) The discount and standard selling prices will be updated on a quarterly basis only. Price changes should be done by the 10th of the month, after receipt of the adjusted item costs.

(4) Selling prices will be rounded to the nearest nickel using the five-mil rule.

(5) No provision is made in the à la carte system to charge a reduced price for children meals.

(6) All personnel will pay the standard selling price unless authorized to subsist at discount selling price in accordance with regulatory policy.

(7) The installation will develop a local procedure to establish the method to compute individual item pricing if the automated process is unavailable. A record of the method used to determine the manual item pricing will be maintained in the dining facility for 90 days.

e. Other services. Support for private parties or for the benefit or gain of a private individual or group is prohibited. Food provided to customers under the provisions of this paragraph may not be resold. Support intended to result in a profit for other Government agencies (appropriated or non-appropriated) or private groups or organizations (for example, support for charitable fund raising activities conducted by or for the Red Cross, United Services Organization (USO), Noncommissioned Officer Academy (NCOA), Officers Wives' Club, and so forth) is prohibited. Food that is not processed, prepared, and sold through the à la carte system will not be prepared or served using dining facility equipment, facilities, or personnel (military or civilian).

3–30. Reserve Component subsistence system

The Reserve Component Subsistence System (RCSS) is a mandatory accounting system for all USAR and ARNG feeding for IDT and home station AT. Use the Army field feeding system (chap 4) when AT is performed away from home station.

a. The RCSS policies and procedures are not applicable to contract/catered meal feeding. Paragraph 3–41 provides policy for contract/catered meals.

(1) The commander responsible for feeding soldiers will initiate a DA Form 5913, (Strength and Feeder Report) each month and forward to the FOS to request rations for the following month. Only the unit commander is authorized to sign the initiating strength and feeder report. This duty will not be delegated.

(2) Any soldier, officer or enlisted, receiving BAS will not be included in the IDT present for duty strength unless cash collection is completed and noted on the final (end of training) strength and feeder report.

b. DA Form 3294 (Ration Request/Issue/Turn-in Slip) or an automated document will be prepared in two copies and used to requisition subsistence.

c. It is the commander's responsibility to ensure that all subsistence is controlled, properly used, and accounted for. Disposition of subsistence will be on DA Form 3034 (Production Schedule) and DA Form 5914 (Ration Control Sheet).

(1) All meals drawn will be accounted for.

(2) The tolerance factor between total meals drawn and number persons supported will be zero percent.

d. An inventory record will be maintained for all unprepared subsistence items, excluding opened condiment containers.

e. A completed end of training report, DA Form 5913, will be forwarded to the supporting headquarters.

f. Further guidance for the RCSS is contained in DA Pam 30–22.

3–31. Basic daily food allowance

a. The BDFA is the dollar value authorized to feed each SIK soldier and other diners for three meals a day. The BDFA is used to determine dining facility earnings. The meal conversion percentages and procedures for determining dining facility earnings are in DA Pam 30–22.

b. ACES computes the dollar value of the BDFA and provides it to the supporting installation FPMO in accordance with chapter 5.

c. The headcount earnings value will be 65 percent of the BDFA for the traditional Thanksgiving, Christmas, and

Army birthday meals. The allowance will be applied to the holiday lunch meal, regardless of the time of day it is served.

d. The BDFA for RC will be computed and provided to units semiannually in the months of October and March.

3-32. Monthly earnings and expenditures record

All transactions affecting the dining facility account (allowances earned or expenses) will be recorded using the appropriate form, DA Form 7454 (Monthly Earnings and Expenditures Record) or automated system. Manual procedures are contained in DA Pam 30-22.

3-33. Dining facility account status

a. The FOS must be constantly aware of the status of the dining facility account. A financial summary worksheet, DA Form 7455 (Financial Summary), or a comparable automated process will be used to determine account status for both the current accounting period and year to date. The FOS will complete this summary on the last day of the accounting period. Manual procedures for completing the summary are in DA Pam 30-22.

b. The objective for the dining facility is to conclude the FY period at a zero or under-spent status. Procedures are provided in DA Pam 30-22.

3-34. Subsisting personnel

In accordance with DOD 1338.10-M, Army appropriated fund dining facilities are established for the purpose of feeding enlisted soldiers authorized SIK. Soldiers not authorized to receive BAS are entitled to subsist without charge. No increase in resources will be made available when subsisting personnel other than SIK.

a. In addition to Active Army SIK soldiers, the following personnel are authorized to subsist in Army appropriated fund dining facilities:

(1) *Members of other military services.*

(a) Active Army installation commanders will furnish meals on a common service basis to enlisted members of the Air Force, Navy, and Marine Corps. Officers and enlisted retaining BAS, if authorized to subsist, will pay for meals in cash.

(b) Enlisted and officer personnel of other military services in a travel status will be subsisted as specified in their orders.

(2) *Members of RC and ROTC.* Meals may be furnished to members of the Army and Air National Guard and personnel of the USAR, U.S. Marine Corps Reserve (USMCR), U.S. Navy Reserve, and U.S. Air Force Reserve, when such members are in a training status with an Active Army unit. Members of RCs may be furnished meals in an appropriated fund dining facility on the same basis as their Active Army counterpart. Reimbursement, when required, is obtained from the individual in cash or by advanced payment.

(a) Members of the ARNG and USAR (authorized SIK) will be fed on a common service basis. Meals provided in an Active Army dining facility will be reported by category of service to HQDA.

(b) Reserve officers and enlisted in a training status and retaining BAS will reimburse the Government for meals consumed.

(c) Meals fed to enlisted members of the U.S. Marine Corps Reserve, Air National Guard, Air Force Reserve, and the Navy Reserve will be reimbursed through advanced payment procedures established by the supporting installation. This is generally accomplished through a Military Interdepartmental Purchase Request (MIPR) sent to the FPM for credit to the MPA account.

(d) Meals consumed by senior and junior ROTC students in a training status will be reimbursed at the HQDA level. Meals consumed at any other time will be paid for in cash at time of consumption.

(3) *Simultaneous Membership Program.* ROTC students who are participating in the Simultaneous Membership Program (SMP), as authorized by AR 601-210, will be furnished subsistence-in-kind. When satisfying the requirements of the ROTC Advanced Camp programs, as authorized by AR 145-1, meals furnished will be on a reimbursable basis.

(4) *Cadets of United States Military Academies.*

(a) Cadets served meals while on temporary duty (TDY) orders will reimburse the Army either on a cash or local billing basis in accordance with the provisions of AR 350-18.

(b) Cadets, while attending camp, will be subsisted under ARCS or the Army Field Feeding System (AFFS).

b. Per DOD 1338.10-M, each Service is authorized to prescribe the conditions that enlisted, officer, and civilian personnel, retaining BAS, may purchase meals in appropriated fund dining facilities. Cash meal purchase authority will be in accordance with the following and paragraph 3-1g.

(1) *Officers.* Officers will normally be fed other than in appropriated fund dining facilities. Authority for DOD officer personnel to purchase meals in appropriated fund dining facilities will be in accordance with the following provisions:

(a) When the installation commander determines that officers subsisting in the facility will promote unit integrity and esprit de corps.

(b) Support will not be decreased to authorized enlisted personnel. When authorized to subsist in an enlisted appropriated fund dining facility, special menus or service will not be provided.

(c) During permanent change of station (PCS), officers and their family members are authorized to purchase meals in a designated appropriated fund dining facility. A copy of PCS orders of the military member must be presented for identification.

(2) *Foreign military.* Members of foreign military may be authorized to purchase meals when on an Army installation. Reimbursement will be per paragraph 3–35.

(3) *Civilian employees.* When on duty at CONUS or outside CONUS (OCONUS) installations, the following personnel are authorized to purchase meals in an appropriated fund dining facility. When not on duty, they fall under the provisions of subparagraph (6) below.

(a) Food handlers (as defined in glossary) when on duty in a military dining facility.

(b) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(c) Employees whose term of employment authorizes them to purchase meals in an appropriated fund dining facility.

(4) *Family members/dependents.* Family members/dependents of military personnel may purchase meals as authorized by the installation commander. Additional guidance for family members/dependents is in DA Pam 30–22.

(5) *Guests at holiday meals (Thanksgiving, Christmas, and the Army's birthday).*

(a) Guests of military personnel may be authorized to purchase meals in an appropriated fund dining facility during the serving of traditional holiday meals.

(b) The installation commander may authorize dining facility employees to invite family members to join in purchasing traditional holiday meals.

(6) *Other personnel.* When the installation commander determines that it is in the best interest to the Government in the form of operational efficiency, morale improvement, or good community relations, the following categories of diners may purchase meals in an appropriated fund dining facility on an occasional basis. These personnel will not be authorized to purchase meals in any dining facility that exceeds 100 percent utilization rate. Approval to purchase meals other than on an occasional basis will be authorized only when non-appropriated fund or commercial food service facilities are not readily available or duty assignment precludes departure from the duty area. Reimbursement will be in accordance with paragraph 3–35.

(a) DOD civilians and contractors working on the installation, other than those identified in subparagraph (3) above.

(b) Retired military personnel.

(c) Other civilians on the installation.

(d) Members of youth groups sponsored at either the local or national level.

(e) Military candidates undergoing examinations at an Army installation or prospective enlistees accompanied by a recruiter.

(f) Entertainment groups.

(g) Civilian dignitaries

(h) Guests. Personnel must be escorted guests of a military member authorized to use the facility.

3–35. Reimbursements

a. Charges for meals will be sufficient to recover both food cost and operating expenses, unless the discount meal rate is authorized. The Office of the Secretary of Defense (OSD) (Comptroller) prescribes the meal rates annually. New rates are posted and effective on 1 October each year. The discount rate recovers the food cost only. The standard meal rate recovers food cost plus operating costs. Food advisory personnel will ensure that the correct meal rates are posted to the headcount SOP whenever new rates are published.

b. The discount rate will be charged to—

(1) Spouses and other dependents of enlisted personnel in pay grades E–1 through E–4

(2) Members of organized nonprofit youth groups sponsored at either the national or local level and authorized to eat in the dining facility by the installation commander.

(3) Officers, enlisted members, and Federal civilian employees who are not receiving the meal portion of per diem and who are one of the following:

(a) Performing duty on a U.S. Government vessel.

(b) On field duty.

(c) In a group travel status.

(d) Included in essential unit messing (EUM) as defined in the Joint Federal Travel Regulation (JFTR), volume 1.

(e) On a U.S. Government aircraft on official duty either as a passenger or as a crewmember engaged in flight operations.

(f) On Joint Task Force (JTF) operations other than training at temporary U.S. installations, or using temporary dining facilities.

(4) Foreign military trainee students (officer and enlisted) participating under the Security Assistance Training

Program. All other foreign military officers and enlisted personnel will reimburse the U.S. Army for meals furnished at the same rate as their U.S. counterparts.

c. The standard meal rate will be charged to—

- (1) All officers and enlisted members receiving BAS (other than those addressed above in para b).
- (2) Any officer, enlisted member, or Federal civilian employee receiving the meal portion of per diem.
- (3) All military dependents except those of enlisted in pay grades E-1 through E-4.
- (4) All other personnel civilian or military (including RC officers on IDT) authorized to eat in appropriated fund dining facilities.

Section III

Special Situations

3-36. Unit request for support at a local training area

a. The commander of the unit requiring support will request on a memorandum all subsistence required to support a training mission. The memorandum will be forwarded to the dining facility FSO (for contract operations the request will be forwarded to the COR for review). The FSO/COR will forward the request to the dining facility FOS/contract manager for action. Short notice for training does not relieve the unit commander of completing the administrative requirements in this paragraph.

b. The memorandum for support of local training will contain at least the following information:

- (1) Nature of requirement.
- (2) Meal feeding plan.
- (3) The names and ranks of individuals designated to pick up the rations and the time of pick up.

c. The commander of the unit requesting support will ensure that the proper signature headcount and cash collection procedures are used during the training, as required. The FOS/contract manager will provide the headcount sheet and cash collection form to meet the requirements of the unit memorandum.

d. When there is a deviation in excess of 10 percent between meals requested and the actual headcount, an investigation will be conducted by the commander having operational control of the supporting dining facility.

e. Additional guidance for local training area (LTA) mission food service support from garrison is contained in DA Pam 30-22. Policy regarding garrison support for training operations (5 days or less) is contained in chapter 4 of this regulation and DA Pam 30-22.

3-37. Operational rations

a. A ration control sheet, DA Form 5914 will be used to account for all types of operational rations drawn and issued to units or individuals in support of field training or field operations. The form will be used to account for operational rations and components that are transferred to the dining facility from units performing field operations. The DA Form 5914 will also document the use of each type of operational ration used in garrison. Requisitioning, issuing, and receiving procedures are contained in DA Pam 30-22.

b. The ration control sheet will be monitored by all food service supervisory personnel during routine food service visits but not less frequently than annually. Misuse, waste, and negligence of operational rations will be cause for investigation and for action as deemed appropriate by the report of survey appointing authority.

c. Individual packaged operational meals and rations are considered expendable Army property. After issue to the user level, soldiers in possession of these rations have a personal responsibility to properly use them under AR 735-5, subparagraph 2-8e. Individual rations, whether issued or purchased from a unit, are legally restricted from resale. The only authorized use is consumption by the soldier or his immediate family.

3-38. Box lunches

a. Box lunches consist of meals assembled from in-house ingredients or procured from commercial sources. Headcount earnings for each type of box lunch is as follows:

(1) For box lunches prepared in-house, the cost of ingredients used to prepare the box lunch should not exceed 20 or 40 percent of the BDFA (depending on which meal it is being served as). The dining facility will receive the appropriate headcount meal credit for each box lunch issued (signature received). Boxes and single service items required for preparation and transportation will not be procured with subsistence funds.

(2) Prepared box lunches procured from commercial sources will be considered an operational ration and accounted for as such. Because the facility is not charged for these box lunches no headcount credit will be earned when issued to a soldier.

b. Procedures for preparing and issuing box lunches are in DA Pam 30-22.

3-39. Contracting of food service functions

a. *Contracts.* Contracts for food service operations in appropriated fund Government-owned facilities will be

consistent with Army mission requirements and will only be used for services in support of enlisted personnel. Dining facility operations will be contracted as follows:

(1) Dining facility operations in support of TDA organizations are authorized to contract for full food service (FFS) contracts. Installation TDA dining facilities without funds for a FFS contract are authorized management and food production (M&FP) contract services, provided military AIT or trainee personnel are available to perform dining facility attendant (DFA) functions.

(2) Dining facility operations in support of TOE organizations are authorized to contract for DFA services only.

b. Contract solicitation. Installations with initial and continuing (follow-on) contract requirements will develop their solicitation documents using the HQDA prototype performance work statement (PWS) and quality assurance surveillance plan (QASP) for food service contracts. These documents are available from ACES. Additionally, the installation must also complete an independent Government estimate (IGE) prior to awarding a contract.

c. Contracting with moral, welfare, and recreation facilities. Installations are authorized to use appropriated subsistence funds to contract with Army moral, welfare, and recreation (MWR) facilities to provide food service support to enlisted personnel when no other appropriated fund food service support is available. Authorization must be obtained from their respective MACOM.

d. Contracting limitations.

(1) Dining facility operations will not be contracted when Army enlisted cook personnel are assigned to a unit or organization operating a dining facility.

(2) Permanent party enlisted soldiers will not perform DFA functions/duties on a regularly detailed basis without prior approval of HQDA (DALO-SMT).

(3) Contract DFA services are not authorized for combat and tactical operations or galleys aboard Army vessels.

e. Contract execution.

(1) The CO has the overall responsibility for contract execution and administration. The CO may designate a food service person to be the COR to monitor contract performance. The designation of a COR will be in writing and will clearly define the scope and limitations of authority delegated. Designating and utilizing a COR are the prerogative of the CO.

(2) The contractor's performance will be evaluated using the contract and the QASP. Contracts will be monitored to ensure compliance.

(3) The installation will prepare a contingency plan for implementing emergency food service procedures in the event of labor strikes, acts of God, civil disturbances, and in the event of contractor defaults.

f. Reserve Components.

(1) United States Army Reserve.

(a) Food service contracts in CONUS for support of USAR missions are authorized subject to availability of funding.

(b) USAR units are authorized to contract DFA services only during periods of AT, while in garrison on Active Army/USAR installations.

(c) Units within CONUS requiring contract support other than that authorized above will obtain approval from USARC. U.S. Army, Pacific will approve contract requirements of USAR units within that command.

(d) Army host installations are responsible for providing DFA contract service in support of USAR units, when requested. Contract costs will be budgeted and funded from the host installation appropriated funds with reimbursement provided by the USARC or USARPAC. Collection from USAR members for this service is prohibited.

(2) Army National Guard.

(a) Subject to appropriations, food service contracts may be authorized by the State Adjutant General for FFS and DFA services.

(b) FFS contracts in support of ARNG activities are authorized when dining facilities with adequate food service equipment are available and when they are operated in support of National Guard Bureau (NGB) sanctioned schools and courses.

(c) DFA contracts in support of ARNG activities are authorized when there are insufficient numbers of enlisted personnel in grade E-1 to E-4 to perform DFA services during AT.

(d) DFA contracts are prohibited in ARNG dining facilities supporting IDT or field feeding situations.

(e) The USPFOs are responsible for planning, coordinating, and negotiating their respective food service contracts.

3-40. Commercial support

Subsistence supply support to units from nonprime vendor commercial sources will be authorized only when the unit has assigned food service personnel and equipment or when support would normally come from a military TISA. When a unit determines that commercial support is required, authorization will be requested through command channels to the appropriate MACOM for Active Army units, to the State USPFO/DOL for ARNG units or to the RSC/DRC for USAR units. Specific procedures to request non-prime vendor support are provided in DA Pam 30-22.

3-41. Catered meals

a. Commercially prepared (catered) meals are authorized only when food service personnel or equipment are not authorized or available and support cannot be obtained from another RC or Active Army unit with food service capability. All requests to purchase catered meals (including host nation support meals) must be approved in writing by the MACOM prior to obligating funds. The initial authority for catered meals may be granted for up to 3 years. MACOMS will submit to HQDA separately the dollar value of funds obligated for catered meals and host nation supported meals on an annual basis.

b. The best interest of both the soldier and the Government are addressed when catered meals are provided at the contractor's facility. When the command determines that the meals should be delivered, a "guarantee" clause will not be included in any contractual agreement.

c. Delivered contractor supplied meals do not include meals for enlisted soldiers drawing BAS, officer personnel, family members, or guests. However, if the local commander determines that a requirement exists, these personnel may be authorized to purchase contract meals and will reimburse the Government by paying the contractor's established meal price.

d. When the unit is to subsist at the contractor's facility, those personnel not authorized SIK who choose to consume a meal at the contractor's facility will order from the menu as a private individual.

e. Approving commanders will establish procedures for procurement, accounting, and final disposition of catered meals.

3-42. Interservice support agreement

The installation commander responsible for support and the coordinating installation commander (USAF, USMC, and USN) responsible for support to Active Army and RC units will establish an ISSA in accordance with DODI 4000.19 and AR 5-9.

3-43. Unsatisfactory subsistence reporting

a. The DD Form 1608 (Unsatisfactory Material Report-Subsistence) will be used to document all problems related to rations received at or from the TISA. The SSM or FOS, as appropriate, will initiate the report and forward it to ACES for validation. ACES will validate the report and forward to DSCP for action.

b. Ration deficiencies that have potential or confirmed health hazards will be reported by telephone to ACES (Quality Assurance Division), reported to the VSP, and followed up with the proper discrepancy report. If warranted, the VSP will place the items on a medical hold.

3-44. Other special situations

a. *Subsistence support from host nations.* When there are no military cooks to prepare meals or there is a requirement for bulk ingredients to be furnished by contract with other nations during joint or combined field training exercises, a request for funding authority will be submitted to the MACOM for approval. Host nation support will not be used for change of command functions or to provide a separate menu for foreign national personnel eating in Army garrison or field dining facilities. The request will, as a minimum, include—

- (1) Unit designation.
- (2) Designation and address of the host nation activity that will provide the support.
- (3) Inclusive dates of the support.
- (4) Number of personnel to be supported.
- (5) Anticipated feeding plan.
- (6) Estimated cost of support.
- (7) Type of support (meals or ingredients).

b. *Subsistence support to Air National Guard, Air Force Reserve, United States Navy Reserve, Coast Guard, Coast Guard Reserve, and United States Marine Corps Reserve personnel.* When meals are to be provided by an Active Army dining facility to Air National Guard, USNR, AFR, Coast Guard, Coast Guard reserve, and USMCR personnel, a request will be initiated. As a minimum, the request will include—

- (1) Number of personnel to be supported.
 - (2) Inclusive dates of support.
 - (3) Fund cites for direct billing to their appropriations.
- c. *Watercraft.*

(1) Watercraft not in a sea or field duty status (when docked) will operate the dining facility account under ARCS per the policies in this regulation and obtain subsistence from authorized supply sources.

(2) When a watercraft is in field duty status (under way) (TFA), the vessel will operate under AFFS (see chap 4).

d. *Subsisting personnel during disaster or emergency conditions.* During times of national emergency, the installation commander or area commander may be directed to provide subsistence support in the form of prepared meals or operational rations. The installation commander may also issue a directive declaring that an emergency or disaster

condition exists at the local level and that subsistence must be provided. This may include support to persons that are normally authorized to subsist in a dining facility and to those not normally authorized. Guidance for disaster relief is contained in AR 500–60.

(1) Every effort will be made to obtain payment for meals consumed by authorized diners. The meal rate charged to the diner will be based on paragraph 3–35 above.

(2) Diners not normally authorized to subsist in a dining facility will, when feasible, be required to pay for meals consumed. They will be charged the standard meal rate for meals consumed.

(3) When it is not deemed feasible to collect reimbursements from diners, the installation commander or area commander will implement procedures to record the number of meals consumed by the various categories of diners. This may be by either signature headcount or by a summary of meals served that is authenticated by the FSO or by an individual designated by the installation or area commander. This documentation will be used to obtain reimbursement from the Federal Emergency Management Agency or designated Federal coordinating office.

e. Flight meals and VIP beverage service. Box lunches or MREs are approved meals to be served during movement by military aircraft when prepared meals are not served.

(1) When box lunches are served they will not exceed 65 percent of the current value of the BDFA. When MREs are used for flight feeding only, a special food allowance, not to exceed 20 percent of the established BDFA for the meal being served, is authorized to purchase additional food items, such as beverages and fresh fruit.

(2) Procedures for requisitioning and accounting for box lunches and MREs are contained in DA Pam 30–22.

(3) Aviation detachments required to provide VIP beverage service to passengers are not authorized to use subsistence funds. Support for such service must be obtained outside the Army Food Service Program.

f. Inmate labor. Inmates on a work detail may be fed a noon meal as part of the cost to the Government. AR 210–35 provides the policies and procedures. Installation commanders will ensure that the memorandum of agreement addresses the specifics of feeding times, commingling, and so forth.

g. Single service items.

(1) Active Army. Supplies such as, but not limited to, paper or plastic cups, plates, napkins, lunch boxes or bags, knives, forks, and spoons may be issued by the installation accountable officer for use in special subsisting situations. The cost of these single service items will not be charged to subsistence funds.

(2) Reserve components. Single service items will be used only when sanitation, environmental restrictions, or safety is a primary consideration. Cost of these items will not be included in the cost of subsistence nor paid for with subsistence funds.

h. Training dining facilities. The establishment of training dining facilities on an installation is authorized to support food service courses when the programs of instruction for those courses have been approved by CG, TRADOC or are covered under a signed interservice training review organization agreement between the Army and another Service.

i. Subsistence requirements for food service training courses. The installation food advisor or a designated representative will approve subsistence requirements to support authorized installation food service training courses. Subsistence used for training purposes will be charged to the subsistence fund. The installation commander will ensure that procedures are carried out to preclude the unauthorized use and diversion of subsistence items used for training. Procedures for requesting and disposing of subsistence items used for training purposes are contained in DA Pam 30–22.

j. Social functions. The use of Government subsistence, dining facility equipment, and dining facility staff to support social functions such as retirements, promotion or award ceremonies, religious activities (retreats, seminars, and so forth), coffee calls, change of command functions, parties or other similar functions is prohibited. Support for such functions must be obtained from sources outside the Army Food Program. Arrangements for social functions may be made with the installation club systems or other non-appropriated fund food and beverage facilities governed by AR 215–1.

k. Organization day activities.

(1) The use of Government subsistence, appropriated funds, facilities, and staff to support official unit organization day activities through serving a meal or picnic is authorized only when—

(a) The installation commander grants approval.

(b) The meal or picnic replaces the normal lunch or dinner (the menu should equal the BDFA value of the meal for which it is being served).

(c) Subsistence is procured from an authorized source.

(d) The dining facility is provided all essential data such as date, time, location, subsistence support required, and a breakout by category to be supported (to include officers, enlisted personnel receiving BAS, family members, and guests).

(2) Established signature headcount procedures will be used. Commingling of purchased items will not preclude collection for Government meals.

(3) Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain essential data and accurately document the headcount and cash collected is considered mismanagement and could be a

violation of the UCMJ. Any alleged mismanagement will be investigated under the provisions of AR 15-6 or other type investigation directed by the commander to determine if any misconduct has occurred and the appropriate action to be taken.

l. Holiday meals. Holiday meals will be served on the actual holiday or on the actual day of the Army's birthday. The installation commander may authorize an exception to the actual day of service when circumstances warrant. Reserve Components will serve only one holiday meal (Thanksgiving or Christmas) within the FY.

3-45. Equipment replacement

a. The DA Form 3988, (Equipment Replacement Record), manual form or electronic record, is used to identify all kitchen and TISA equipment items that require engineer support. It is used to develop the equipment replacement budget estimates for inclusion in the annual Army, ARNG, or USAR budgets, as appropriate. Instructions for preparing and managing the form are contained in DA Pam 30-22.

b. For the ARNG, when Federal funds are used to procure items other than those indicated in the CNGB approved equipment schedules, common table of allowance (CTA) 50-909, paragraph 9, and in table 63 of CTA 50-909, prior approval from the CNGB is required. Request for approval should be addressed to ATTN: CNGB (NGB-ARL) Arlington, VA 22204-1382.

c. Army Reserve centers (and garrison facilities) will use installed equipment according to local Government safety and environmental regulations and ordinances. USAR centers are authorized only those items of dining facility equipment listed in CTA 50-909.

d. The FOS, with assistance from the food advisor and facilities engineer will prepare and submit a quality deficiency report (QDR), Standard Form (SF) 368, for equipment that does not conform to specifications. QDRs will be submitted to DSCP (ATTN: DISC-VAB) with a copy to ACES (Facilities and Equipment Division).

e. Further guidance on equipment requisitioning and authorizations is contained in DA Pam 30-22.

Section IV

Special Programs

3-46. The Philip A. Connelly Awards Program

a. The Philip A. Connelly Awards program is cosponsored by the International Food Service Executives Association (IFSEA) and DA. ACES administers the program. IFSEA participates in the evaluation of finalists, the presentation of awards, and other forms of recognition that support the program's objectives.

b. The objectives of the program are as follows:

(1) Improve the professionalism of food service personnel, thus providing the best quality food service to supported diners.

(2) Provide recognition for excellence in the preparation and serving of food in Army dining facilities and field kitchen operations.

(3) Provide incentive to competitive programs of MACOMs by adding a higher level of competition and recognition.

c. The requirements of the program are as follows:

(1) Active Army commanders at each echelon will administer this program within the guidelines established by this chapter, the annual ACES memorandum of instruction (MOI), and those published by their respective MACOM. The MACOMs are responsible for conducting competition within their commands. Tenant units on an installation will be included in the supporting installation's MACOM competition, except when specifically exempted by agreement between affected MACOMs. Each participating unit will be limited to competition in only one MACOM.

(2) Each MACOM having an eligible appropriated fund dining facility will separately nominate a finalist in each category (as listed in DA Pam 30-22) of the DA level garrison competition, and if applicable, a finalist in the field kitchen competition.

(3) ARNG training center dining facilities operated full time under ARCS will be included in the Active Army garrison competition, in the small or large dining facility category.

(4) Commanders will establish specific standards for evaluation in all categories of the competition. Criteria used should further the objectives of the Army Food Service Program. Sample evaluation forms and checklists are contained in DA Pam 30-22.

(5) The RC commanders at each echelon will administer this program within the guidelines in the ACES MOI and those published by NGB and OCAR/USARC. NGB and OCAR/USARC are responsible for the conduct of the RC competition within their respective commands.

(6) The Director, ACES will provide final evaluation teams, coordinate the DA level evaluation periods with appropriate commands, and conduct the final awards ceremony.

d. Participation for each category of competition is as follows:

(1) Active Army garrison competition.

- (a) Participation in the garrison categories of the award program is mandatory for all MACOMs. Any Army garrison dining facility (military or contractor operated) that is not excluded by subparagraph (4) below is eligible to participate.
 - (b) MACOMs will conduct necessary competitions so that only one dining facility in each competitive category will be nominated as a finalist.
 - (c) The mandatory participation requirement for garrison categories at the DA level does not apply to MACOMs with 10 or fewer operational dining facilities. Participation requirements will be waived for these MACOMs based on the results of the MACOM evaluation process. Notification by MACOM of nonparticipation will be forwarded to the Director, ACES no later than 1 September each year.
 - (2) Active Army field kitchen competition.
 - (a) Participation in the field kitchen category is mandatory for all MACOMs having battalion-size TOE units with organic field food service capability and a field-feeding mission. All battalion-size TOE with organic field food service capability are eligible.
 - (b) The meal choice will be unitized group rations-A (UGR-A) and required supplements. Authorized enhancements are recommended, however unauthorized enhancements are prohibited. Chapter 4 of this regulation and DA Pam 30-22 contain further guidance on the use of UGR-A rations.
 - (c) Preparation and serving of food to supported personnel will be accomplished using authorized TOE equipment only.
 - (d) All food preparation and cleanup must be performed in a field location.
 - (e) Competition will be accomplished by participating MACOMs. FORSCOM will nominate three finalists and all other MACOMs will nominate one.
 - (3) Reserve Component field kitchen competition.
 - (a) Participation in the RC field kitchen competition is mandatory at the RSC/DRC or State level. Each RSC/DRC or State will nominate one unit to participate in its respective NGB or OCAR/USARC phase of competition. Exceptions must be approved by NGB, or OCAR/USARC as appropriate.
 - (b) The meal choice will be UGR-A rations and required supplements. Authorized enhancements are recommended. Unauthorized enhancements are prohibited. Chapter 4 of this regulation and DA Pam 30-22 contain further guidance on the use of UGR-A rations.
 - (c) Preparation and serving of food to supported personnel will be accomplished using authorized TOE equipment only.
 - (d) All food preparation and clean-up must be performed in a field location.
 - (e) Competition will be accomplished so that only two finalists (one ARNG and one USAR) per region are nominated to DA for final evaluation.
 - (4) Exclusions. The following categories of dining facilities are excluded from the Connelly competition:
 - (a) Non-appropriated fund dining facilities.
 - (b) U.S. Military Academy cadet dining facilities.
 - (c) U.S. Army fixed medical treatment facilities.
 - e. Nominations of garrison and field kitchen finalists will be provided by the MACOM to ACES no later than 1 September each year. Nomination packets will be completed per the procedures in DA Pam 30-22 and the annual ACES MOI.
 - f. Appropriate publicity will be given to this program at all levels through local public affairs offices and other suitable methods. Commanders will submit copies of press releases and publicity photographs for historical purposes to ACES.
- 3-47. The U.S. Army Culinary Arts Competition**
- a. General.
 - (1) The American Culinary Federation sanctions the competition. Medals received from federation entries can be used towards chef certification.
 - (2) The competition is open to active duty members of all Services, DOD civilians, and USAR and ARNG personnel.
 - (3) Active duty teams will be formed by installation. The USAR teams by DRC/RSC. ARNG teams will be formed by State.
 - (4) The number of competitors allowed per team will be reviewed each year and may be adjusted on facility and equipment availability. The number will be addressed in the annual competition rules.
 - b. Objectives.
 - (1) To promote growth in the culinary profession with special attention to the tenets of modern culinary development— ability, practicality, nutrition, workmanship, economy, presentation, creativity, and concept.
 - (2) To continually raise the standards of culinary excellence and professionalism in Army food service training to the soldier.
 - (3) To provide recognition for excellence in culinary skills.

(4) To provide an incentive for competitive programs of MACOMs in food service. Recognition is in the form of certificates, medallions, engraved plaques, and trophies.

c. Responsibilities.

(1) Director, ACES will—

(a) Submit annual competition budget requirements to HQDA, DCS, G-8.

(b) Prepare a MOI.

(c) Announce, by message, dates for the competition.

(d) Assign responsibility for administration and conduct of the competition.

(e) Fund requirements for awards in accordance with AR 600-8-22, Military Awards.

(f) Provide subsistence, supplies, audiovisual support and cleaning supplies while competitive teams are at Fort Lee, Virginia.

(g) Coordinate the participation of the judges.

(h) Procure and present awards.

(2) Installation commanders will fund all TDY for their representatives who participate. Installation commanders will fund for all nonfood items used for competition below Army level.

(3) Installation veterinary offices will be responsible for disposition of subsistence displayed for judging in competition. Disposal will be in accordance with AR 40-657.

3-48. The United States Army Culinary Arts Team

a. The U. S. Army Culinary Arts Team (USACAT) is the U.S. National Military Culinary Team and will compete at local, national, and international culinary competitions. The Commanding General, USAQMC&S appoints the team manager and members. Appointments are accomplished by memorandum to the respective commands. Team members will be appointed for a specific time period that will be noted in the appointment memorandum.

b. Director, ACES will—

(1) Prepare and submit USACAT selection criteria.

(2) Prepare and submit budget requirements to HQDA, DCS, G-4.

c. To be considered for USACAT membership, the individual must—

(1) Be recommended by the unit commander.

(2) Have no disciplinary or unfavorable actions pending.

(3) Enter a complete American Culinary Federation Cold Food Category.

(4) Participate in a live cooking tryout designed specifically for the competitor's specialty.

3-49. Food management teams, transition assistance teams, and pre-acceptance teams

a. Food management teams

(1) Food management teams (FMTs) will visit all Active Army installations on a scheduled or requested basis. Visits to Reserve Component facilities will be only on an as requested basis. On scheduled visits, FMTs will review installation Food Service Programs and provide assistance in all areas of food service operations. Requested visits will respond to particular problems identified by the command or provide assistance on operational procedures for a new facility.

(2) The objectives of the FMT visits are to assist in raising the quality of the installation Food Service Program and increasing the effectiveness by identifying programs that are functioning well or that may require improvement. FMTs will use the following format when visiting an installation:

(a) Review installation Food Service Program documents.

(b) Ensure regulatory policies and procedures are uniformly applied to the installation Food Service Program.

(c) Instill food service management discipline through emphasis on administration, food preparation, nutrition awareness, productivity, safety, energy conservation, sanitation, food safety, materiel management, maintenance, budgeting, and subsistence entitlement.

(d) Record observations to assist in improving the program and provide a basis for followup actions.

(e) Review specific areas of interest that have been directed by HQDA.

(3) The FMT can be tailored to meet the requirements or concerns of the installation or activity in the following areas:

(a) Facilities layout and equipment

(b) Accountability

(c) Sanitation

(d) Administration

(e) Materiel management

(f) Food preparation

(g) Personnel management

- (h) Prime vendor issues
- (i) Contracting.
- (4) FMT visits will be as follows:
 - (a) The FMTs will visit each MACOM or installation (including OCONUS) at least once every 18 months.
 - (b) Requested visits will be on an as required basis to respond to a particular problem area. Requests will be forwarded through command channels to the ACES.
- (5) Each FMT visit will be documented by a memorandum.
 - (a) Upon completion of each scheduled visit, a memorandum outlining observations and recommended corrective actions will be prepared. Observations and recommended actions will normally be briefed to the installation commander or his or her designated representative before the team's departure. Memorandum of the scheduled visit will be routed to the visited activity, as prescribed by the applicable MACOM.
 - (b) On completion of each requested visit, a memorandum will be furnished directly to the requesting commander.
- (6) A review of systemic program shortfalls identified during FMT visits, along with recommended solutions, will be provided in writing to HQDA quarterly. A trend analysis will be maintained and presented as part of the quarterly review.

b. Transition assistance team.

- (1) The purpose of a transition assistance team (TAT) visit is to assist installation commanders in opening and operating newly constructed or modernized dining facilities. This team will train food service personnel in the concept of operation for a newly designed or modernized facility and on the proper operation and maintenance of all food service equipment in the facility.
- (2) Visits will be scheduled by ACES based on projected completion dates of new or modernized facilities in CONUS. The responsible commander may request OCONUS visits.
- (3) Memoranda will be prepared in the same manner as prescribed for FMTs.

c. Pre-acceptance teams.

- (1) The objective of the pre-acceptance team visit is to assist the installation commander in MCA projects. This is done by finding facility and equipment discrepancies, identifying problems, and providing solutions before the installation, the DPW, and the user accept responsibility for new or modernized dining facilities. The pre-acceptance team will review the facility to determine if design layout and equipment meet Army construction standards and military specifications.
- (2) The installation food advisor must coordinate with the DPW and Corps of Engineers in identifying completion dates for contractor furnished and contractor installed equipment. ACES (ATTN: ATSM-CES-OE) will be notified as early as possible when the equipment is completely installed to schedule attendance at the pre-acceptance inspection. Request for a pre-acceptance assistance team will be forwarded through the appropriate MACOM to ACES.
- (3) Memoranda will be prepared and submitted in the same format as FMT visits.

3-50. Energy Conservation Program

- a.* Commanders at all levels are responsible for initiating energy conservation programs throughout their commands. The installation DPW oversees and monitors energy conservation at the installation level. Each FPM is responsible for implementing the food service portion of the installation Energy Conservation Program.
- b.* Each FPM will ensure that each dining facility and food service related activity monitors the use of energy in accordance with the program directed by the installation commander.

3-51. Safety Program

- a.* Commanders at all levels are responsible for the protection of personnel and equipment under their commands and for the effective implementation of safety and occupational health policies.
- b.* In support of safety programs, FPMs will—
 - (1) Be responsible for accident prevention to the same extent that they are responsible for production and services.
 - (2) Maintain a safe and healthful workplace.
 - (3) Ensure that employees associated with food service operations observe appropriate safety and occupational health rules and regulations, including the use of protective clothing and equipment whenever circumstances warrant its use.
 - (4) Ensure that physical standards for facilities and equipment meet or exceed safety and health standards established in applicable host Government, Federal, State, and local statutes and regulations. Specific guidance for applying these standards is outlined in AR 385-10.
- c.* Protective Clothing and Equipment (PCE) Program
 - (1) DOD Instruction (DODI) 6055.1 authorizes the purchase and maintenance of special safety clothing and equipment for the protection of personnel performing certain assigned tasks.
 - (2) When required, PCE will be furnished by the unit or activity at no cost to personnel. The installation commander will fund purchases of PCE.

- (3) All visitors and transients will be required to comply with PCE requirements of the workplace. The host, guide, or supervisor will be responsible for informing them of the requirements and providing the proper PCE for the hazard.
- (4) The issuing and accountability of PCE are discussed in AR 385-10 and AR 710-2.

3-52. The Food Recovery Program

- a. Donors will notify the FPM when excess subsistence is available. The FPM will make every attempt to redistribute the subsistence to another appropriated fund food service activity. When internal redistribution cannot be achieved within the time that the subsistence is still fit for consumption, the FPM will authorize release of the subsistence to an eligible food recovery organization.
- b. The installation medical authority (IMA) will determine fitness for donation. Under no circumstances will unfit or deteriorated food be considered for donation.
- c. The U.S. Department of Agriculture's "Citizen's Guide to Food Recovery" will be used when determining eligible local food recovery organizations.
- d. Procedures for donating subsistence are contained in DA Pam 30-22.
- e. All subsistence donated under the Food Recovery Program will be reported through the MACOMs to HQDA DCS, G-4.

Section V

Menus and Food Service Management Boards

3-53. Menus

- a. Installations, overseas commands, ARNG installation commanders, RSCs/DRCs will develop menus for garrison operations using the menu standards in paragraph 3-59.
- b. The State RSCs/DRCs must develop (within the constraints of the BDFA) and publish the menu to be used by their units during IDT and home station AT. The supporting installation TFA/FD feeding plan will be used when AT is away from home station and the unit is operating the AFFS. The RC will use the UGR-A during annual training conducted at an Active Army installation. However, use during IDT is optional. Additionally, RC may elect a multi-line "A" ration option when performing AT at an Active Army installation and not in a field status. This option will be exercised by using the local prime vendor contractor to supply the subsistence items.
- c. Active Army and RC installations that conduct home station TFA/FD training must develop an installation TFA/FD feeding plan. The plan will meet the requirements of AR 40-25, training and exercise requirements, capabilities of the field kitchens, and unit staffing structures.
- d. Upon request, ACES can assist the commands in the development of specialized menus for garrison operations.

3-54. Food service management boards

The purpose of the FSMB is to provide an interchange of information between food service personnel, the food service management staff, and the prime vendor suppliers regarding expected subsistence requirements.

a. *Functions of the board.* It is the function of the board to review approved menus to determine the extent of implementation. Changes should be made as required to meet the needs of the command or installation and the desires of the diners. All revisions to the menu must be made within the BDFA.

(1) When the quality of an item is unsatisfactory or considered unsuitable for the intended use, the board will ensure that an unsatisfactory material report (UMR) is initiated.

(2) Revise menus for unique circumstances or to accommodate new and substitute items.

(3) Review the developed field-feeding plan to determine if it still meets the needs of the command and the desires of the diners. The field-feeding plan will be developed with the guidance contained in chapter four of this regulation.

b. *Schedule.*

(1) Active Army FSMBs will be conducted at least quarterly. Special meetings may be called by the chairperson when matters require board action.

(2) For the RC, FSMBs will meet annually or more frequently at the call of the chairperson. The ARNG and RSC/DRC full-time dining facilities will schedule FSMBs the same as Active Army installations.

c. *OCONUS membership*

(1) Voting members.

(a) Chairperson, FPM.

(b) Command surgeon, or designated representative (dietitian).

(c) SSM or designated Class 1 supply representative.

(2) Mandatory nonvoting members.

(a) Food advisors or food service representatives from all subordinate commands.

(b) Representatives from other active military services being supported.

(3) Other members. Optional nonvoting members and attendees will be designated by the MACOM.

d. Installation membership (CONUS).

(1) Mandatory voting members.

(a) Chairperson, IEFPM or individual designated by the commander.

(b) Surgeon's representative (dietitian).

(c) SSM or designated supply representative.

(2) Mandatory nonvoting members.

(a) Representatives from all supported installation and satellite dining facilities (to include other Service representatives) receiving support from the installation.

(b) Designated representative from the preventive medicine activity.

(c) Representative from the veterinarian's office.

(3) Optional nonvoting members.

(a) Supported ARNG and USAR FSMB representatives are encouraged to participate unless RC FSMBs are formed.

(b) Representatives from dining facility advisory councils and individual diners.

(c) Other personnel directed by the installation commander.

e. Special installation FSMBs. A special installation FSMB will be established for the purpose of supporting specific RC requirements. Mandatory voting and nonvoting members will be the same as those described above, except that representatives of the ARNG and RSC/DRC will be voting members. The meetings will be scheduled to allow for maximum attendance by RC food service personnel. Meetings should be held at least annually and scheduled subsequent to the annual ARNG and RSC/DRC FSMB meetings.

f. The ARNG and RSC/DRC FSMBs.

(1) Each State Adjutant General and each RSC/DRC commander will establish a FSMB. Board members will be appointed in writing.

(2) Boards will be held at least annually.

(3) Changes to menus and other recommendations will be coordinated with the supporting installation(s).

(4) Members are as follows:

(a) Mandatory voting members include the FA (chairperson), logistics representative, and the surgeon's representative (dietitian).

(b) Mandatory nonvoting members are the Command FSAs, FOSs, and enlisted representatives designated by the commander.

(c) Optional nonvoting members. The commander, upon recommendations of the FA, may appoint optional nonvoting members.

g. Duties of the members. Duties are discussed in the DA Pam 30-22.

h. Minutes of the FSMB. Procedures for preparation, submission, and approval of FSMB minutes are outlined in the DA Pam 30-22.

3-55. Food Safety and Nutrition Training

a. The FPM will ensure that a food safety and nutrition education program is developed, monitored, and executed for FOS/managers and staff. The management and staff training program will focus on personal hygiene, food handling, hazard analysis and critical control points (HACCP), facility and equipment utilization, sanitation procedures, and the application of nutrition principles in menu development and food service practices.

b. The FPM will ensure that a food safety and nutrition education program is provided for the customers of the dining facility. Training and education, as a minimum, will convey the points that—

(1) Healthy food choices provide a diet that is nutrient dense with recommended intakes of vitamins and mineral, high fiber, moderate protein, and much lower levels of saturated fat, sodium, sugar, cholesterol, and preservatives than is typical of the most current eating patterns.

(2) Healthy foods typically have minimal food processing technologies applied to them.

(3) A healthy, balanced diet combined with other lifestyle choices leads to increased resistance to disease, better daily performance, and a better sense of well-being.

(4) Safe food handling/storage techniques will reduce the risk of food borne disease.

3-56. Nutrition programs

a. The FPM will ensure that the following actions are taken to apply nutrition principles to the installation Food Service Program.

(1) Dining facilities will provide both healthy choices and highly acceptable food items for diner selection through the entire serving period for each meal.

(2) Food item catalogs and master item files will be reviewed and updated at least semiannually to include a wide variety of food items that are available for the production of healthy menu choices.

(3) Training is provided to all food service personnel on food items and preparation techniques that support health and nutrition goals.

(4) Training and promotional materials that educate customers and reinforce the benefits of choosing a nutritionally sound and balanced meal are available and promoted at each dining facility.

b. The FPM will develop a briefing for the command and staff to provide an overview of nutrition and menu development in the installation Food Service Program for both dining facility staff and soldier customers.

c. The dining facilities will support a nutritionally sound and balanced meal pattern. The FOS will—

(1) Ensure healthy choice menu selections are available through the entire meal period.

(2) Promote healthy selections by using displays directing diners to look for the healthy selections of the day and by prominently and attractively displaying the selections on the serving line.

(3) Maintain informative and attractive posters, brochures, and other media educating diners on the relationships of healthy food choices, well-being and performance, and long-term health.

(4) Apply multiple food preparation techniques to safeguard the nutritional quality of the food and address customer preferences.

3–57. Menu standards

a. Daily menu standards will be followed to ensure appealing, nutritious, and wholesome food choices, in addition to currently popular food items, are provided in all Army dining facilities. The application of the standards is mandatory for both weekday and weekend dining facility operations. The meals will include choices from each food group as described in the USDA Food Guide Pyramid. Meal and menu standards, menu planning guides, and subsistence product and preparation guidance are provided in DA Pam 30–22.

b. The FPM will, on a case-by-case basis, determine and document the rationale for any dining facility unable to adhere to the daily menu standards outlined in paragraph 3–69 of DA Pam 30–22. The documented rationale will be maintained as a part of the Installation Food Program and forwarded to the responsible MACOM. An example of an exception is a small dining facility that could not accommodate the total range of the menu because of physical limitations of the facility.

c. The caloric value of each menu item will be posted by the FOS to promote healthy food choices. The FPM will designate readily visible locations for the information in the dining facility. The FPM can require that the posted information contain expanded nutrient information.

Chapter 4

The Army Field Feeding System

Section I

General

4–1. Introduction

a. The modern battlefield requires field feeding and Class I supply and distribution systems that support the objectives of the Army Food Program and the Army Field Feeding System (AFFS). This is best achieved by providing the commander with flexible Class I support and field feeding systems that can be tailored to tactical situations and unit mission in both training and operational environments.

b. This chapter establishes policies and responsibilities for the AFFS. Procedures for requisitioning, issuing, receiving, and reporting rations used during field duty (FD) and temporary field assignment (TFA) are found in DA Pam 30–22. Used together, these two publications establish an acceptable audit trail with minimal administration for meal/ration accountability. The AFFS meets the following objectives:

(1) Establishes a proactive training environment and the continued development of doctrine and concepts for field feeding and Class I support

(2) Provides basic planning guidance for field training for both medical and nonmedical units.

(3) Provides a basis for the projection of annual operational ration requisitioning levels to sustain the industrial base to meet any potential contingency requirement.

4–2. Army policy for field feeding

a. The approved feeding standard for the AFFS is three quality meals per day. This standard is achieved by using a combination of unitized group rations (UGRs) and individual operational rations. The normal daily ration mix for the AFFS is UGR/individual meal/UGR, mission enemy troop time-terrain (METT–T) dependent. Force structure (cook personnel) and equipment is sufficient to distribute, prepare, and serve meals to meet this standard.

(1) The UGR–A replaces the multi-line item “A” ration for all field feeding scenarios. Use of the UGR–A is

mandatory when a commander chooses the “A” ration option. The UGR-heat and serve (H&S) is the other group ration commanders may choose. METT-T does not permit use of the UGR-A.

(2) The UGR must be supplemented with bread and milk, which are mandatory items required to comply with the Surgeon General’s nutrition requirement. The UGR may also be enhanced with optional items that improve nutrition and increase morale. Only authorized enhancements will be used. The authorized enhancements are contained in DA Pam 30-22.

(3) The RC will use the UGR family of rations during annual training in the field conducted at an Active Army installation; however, use during IDT is optional. Additionally, RC may elect a multiline “A” ration option when performing AT at an Active Army installation and not in a field status. This option may be exercised by using the local command approved prime vendor contractor or commercial source to supply the subsistence items.

(4) Use of the meal, ready to eat (MRE), as the sole ration will not exceed 21 days in accordance with the Surgeon General’s policy.

b. Commanders are authorized to determine the best method for feeding soldiers when the TFA is scheduled for 5 days or less in duration. When at home station, the commander may select to establish a field account or receive support from a garrison dining facility.

c. When the training is scheduled for more than 5 days, the commander will direct the establishment of a field account with the supporting TISA.

d. Commanders will initiate action with DFAS for payroll deduction to ensure reimbursement for all meals available during the TFA or FD for officers and enlisted receiving BAS.

e. Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain essential data and accurately document the headcount and cash collected is considered mismanagement and could be a violation of the UCMJ. Any alleged mismanagement will be investigated under the provisions of AR 15-6 or other type investigation directed by the commander to determine if any misconduct has occurred and the appropriate action to be taken.

4-3. Responsibilities

a. The MACOMs will—

(1) Appoint the TISA and an accountable Class I officer in writing at least 90 days in advance whenever the training occurs away from any supporting installation.

(2) Develop operational ration requirements in accordance with program objective memorandum (POM) guidance, update annually by the first of July each year, and submit to HQDA (DALO-SMT).

b. Theater commanders will provide effective Class I support to all designated military forces.

c. Commanders will ensure that—

(1) The planning group, when applicable, with input from the logistics planners (to include the food advisor), completes the requirements of the organization and operations plan for subsistence requirements outline found in DA Pam 30-22.

(2) All participants in training who are required to reimburse for meals do so through DFAS action in accordance with the DOD 7000.14-R. Nonparticipants (visitors, evaluators, and so forth) will reimburse in cash at the standard meal rate at the time of meal consumption.

(3) The SSM and Class I officer are included in the planning as early as possible and updated as required.

(4) Personnel (food service, administrative, and supply) are trained in AFFS accounting procedures prior to implementation.

(5) A TISA and, when appropriate, a Class I officer (for supply levels below TISA) are designated to provide support and report required data to ACES.

(6) Each supported unit reports present for duty strength using DA Form 5913. This report will be completed per the instructions in DA Pam 30-22.

(7) Food advisory support will be provided to FOSs throughout the duration of the TFA. Food advisory support will provide guidance on field kitchen records and disposition of all subsistence items.

(8) Transportation support capabilities are available to distribute subsistence.

(9) Sufficient materiel handling equipment and personnel are on hand to receive, store, and issue subsistence.

(10) Additional personnel are available to assist the FOS for such duties as kitchen police operations.

d. The SSM, formerly known as the troop issue subsistence officer (TISO), and accountable Class I officer will ensure that—

(1) Rations are on hand to support the training based on prior and updated planning, and the approved feeding plan.

(2) A subsistence issue schedule is published in coordination with the training planners for requesting, issue, and turn-in of rations and required reports.

(3) DA Form 3294 is preprinted in coordination with the field planners, and enough copies are available for use throughout the training.

(4) Medical units have sufficient rations for nonpatient and inpatient (both simulated and actual) feeding, to include the medical supplement to the UGR.

(5) Postings to the abstract of issues/sales, and DA Form 3295 (Voucher Register and General Control (VRGC)) are completed.

(6) A DA Form 2969-R (Food Cost and Feeding Strength Summary) is completed for the training period and forwarded to ACES.

e. Commanders of CONUS and OCONUS major training areas will ensure that procedures for excess ration disposition are addressed. These procedures must be part of the operations planning documents and be in accordance with paragraph 4-9e and DA Pam 30-22.

f. Commanders of medical units organized under a TOE/ MTOE will—

(1) Provide appropriate nutrition care to patients.

(2) Ensure adequate nutrition care staffing and unit level support is available for successful completion of the dual mission of patient and staff feeding.

g. Dietitians are responsible to commanders for the efficient operation of medical field feeding activities. In the absence of a dietitian, a nutrition care specialist (91M) will be responsible for medical field feeding.

4-4. Unit request for garrison Class I support

a. When authorized by paragraph 4-2b above (training of 5 days or less), commanders may request support for meals from garrison. When this occurs, the commander of the unit requiring support will request all subsistence required to support the TFA on a memorandum. The memorandum will be forwarded to the FSO (or COR for contractor operated facilities) for review. Procedures for completing the memorandum requesting support are contained in DA Pam 30-22.

b. Garrison support policy for local training area training (that is, range training, NBC training) is found in chapter 3 of this regulation.

4-5. Cold weather training and operations

a. Commanders planning for extreme cold weather (below 0 degrees Fahrenheit) training must consider the equipment limitations, personnel requirements, and the increased ration and water requirements that extreme cold weather conditions dictate.

b. Specific handling procedures for MREs are required in temperatures below 32 degrees Fahrenheit. When used under these conditions, MREs must be stored and handled in accordance with the procedures contained in chapter 4 of DA Pam 30-22.

c. Additional cold weather considerations are in DA Pam 30-22.

4-6. Unit basic load

a. MACOMs will designate the units that must keep basic loads of MREs. The location of basic loads will be as follows:

(1) For Active Component (AC) units, the basic load will be maintained either at the unit or at the TISA.

(2) For RC units that are authorized basic load, the basic load will be maintained either at home station or at the mobilization station.

b. Basic loads will be purchased with appropriate unit mission funds (Operation & Maintenance).

c. When mission dictates that units maintain their own unit basic load (UBL), the rations must be rotated and consumed by the unit. They cannot be returned to the TISA. When the basic load cannot be consumed or rotated within the shelf-life timeframe, the unit will contact the FPM or MACOM food advisor for assistance.

4-7. Special food allowance

a. Special food allowances will be used to provide warming or cooling beverages during training. The items authorized for use as warming or cooling beverages are in DA Pam 30-22. Due to cost prohibitions, the purchase of individual bottles (or other individual containers) of water or any other beverage is not authorized. Additional guidance for warming or cooling beverages is located in DA Pam 30-22, chapter 4.

b. Installations will annually develop their requirements for special food allowances and submit them to their MACOM.

c. MACOMs will submit total dollar requirements for special food allowances to HQDA annually by 31 October.

d. Requests for ARNG units for special food allowances during AT that exceed \$2,500 will be submitted through their respective adjutant general to the CNGB.

e. Requests for USAR units for special food allowances during AT that exceed \$ 2,500 will be submitted through the respective RSC/DRC to the U.S. Army Reserve Command (USARC), AFRC-LGT-S.

4-8. Travel rations

Travel rations are meals provided to soldiers that miss a meal period while in transit between home station and field site.

- a.* Active Army units will submit requests through the supporting dining facility to the TISA. See DA Pam 30-22, chapter 4 for detailed procedures for submitting requests.
- b.* For RC units, when unit movement requires multiple meals, one of those meals must be an MRE. Rations used to support travel to, from, and during AT will be included as part of the AT account.
- c.* Meal rates for all rations regardless of type are prescribed in DOD 7000.14-R.

4-9. Religious operational rations

Commanders will include religious operational rations in their Class I requirements for field training exercises and deployments. Chaplains will provide assistance in validating requirements. Installations will not normally stock religious operational rations; therefore, requests must be made in sufficient time to allow for timely delivery.

Section II

Operational policy

4-10. Field kitchen operations

- a.* Units will submit a request for subsistence support to the TISA or Class I point using the format and procedures prescribed by the TISA or Class I point.
- b.* All field kitchens supported directly by a TISA are responsible for submitting required personnel data to the TISA prior to departure for garrison or home station.
- c.* The objective at the end of the training for all field kitchens is a zero balance between meals drawn and documentation of meals issued for consumption, turn-in, transfer, or destruction.
- d.* The unit commander will ensure that all subsistence is controlled, properly used, and accounted for.
- e.* Field kitchens will take the following actions at the end of the TFA:
 - (1) Turn in all excess unopened UGR modules, unopened MRE boxes, and other types of operational rations in unopened condition to the supporting Class I point or TISA for veterinary inspection. Only the semiperishable boxes of the UGR-A modules are authorized for turn-in. The UHT milk may be returned in clean, unbroken case lots. DA Pam 30-22 contains the procedures to turn in excess rations.
 - (2) Transfer other subsistence (opened boxes and modules and the perishable UGR-A boxes) to the garrison dining facility or return them to home station. DA Pam 30-22 contains procedures for transferring subsistence to the dining facility.
 - (3) When utilization cannot be accomplished using the methods prescribed in (1) and (2) above, the Class I officer will coordinate with the SSM for further disposition.
 - (4) Food supervisory personnel will review field kitchen records upon return from the TFA. Any difference identified at the end of training (on DA Forms 5914) between total issues and disposition will be investigated in accordance with AR 735-5.

4-11. Class I support activity

- a.* When organizations that participate in training exceed battalion size, several levels of supply activities may be established to support unit field kitchens with Class I supply. The designated Class I officer at the highest level of supply is responsible for submitting the required personnel data to the supporting TISA.
- b.* The designated or accountable Class I officer for the training operation is responsible for ensuring that all reports, accountable documents, and ending accountability procedures are completed.
- c.* When supported by a MACOM designated TISA that does not provide direct support to the operation, the designated Class I officer accountable for field training operations (corps support command (COSCOM), Materiel Management Center (MMC), general support (GS) activity, and so on) will provide the TISA with—
 - (1) Subsistence requirements.
 - (2) The training menu, required delivery dates, and "ship to" address, if other than the TISA.
 - (3) Signed and dated copy of all receiving documents when the depot ships to other than the TISA.
- d.* Inventories, reports, turn-ins, and disposition of excess subsistence will be completed using the procedures in DA Pam 30-22.
- e.* The Class I point objective is a zero balance between rations received and documentation of issue, turn-in, transfer, destruction, salvage, or condemnation. DA Form 4697 will be prepared per AR 735-5 when there is a difference between total receipts and total distribution.
- f.* Inspection by VSP is required for all subsistence being turned in to the Class I point. When subsistence is found damaged or deteriorated, VSP will provide the Class I point with written documentation. This documentation will be maintained with the Class I files, and the subsistence will be destroyed.

4-12. Troop Issue Subsistence Activity

- a.* All operational rations used at an Active Army installation will be ordered by the TISA from Defense Supply Center, Philadelphia (DSCP). DSCP has established timelines for both CONUS and OCONUS delivery for routine operations and unplanned contingencies. To ensure availability of desired rations, the TISA must determine the proper priority for time sensitive subsistence delivery.
- b.* When no Class I support is in place during TFA/FD, the TISA will provide support directly to the participating units. When this occurs, the TISA will be required to follow the provisions of paragraph 4-10.
- c.* The TISA must ensure that preprinted copies of Ration Request Forms are available to all Class I support activities and personnel participating in TFA. As a minimum, preprinting will consist of item nomenclature and the complete national stock number (NSN) for each item approved or authorized.
- d.* The SSM will follow the requisitioning, receiving, issuing, accounting, turn-in, and reporting procedures given in DA Pam 30-22.
- e.* Inspection by VSP is required for all subsistence being turned in to the TISA. When subsistence is found damaged or deteriorated, VSP will provide the written documentation. This documentation will be maintained by the SSM, and the subsistence will be destroyed.

4-13. Medical field feeding

- a.* All hospital personnel participating in training will comply with the policies contained in this regulation, the procedures in DA Pam 30-22, and reimbursement actions for rations provided in DOD 7000.14-R.
- b.* The medical Army Field Feeding Standard for hospitalized patients is three hot meals daily. In order to meet this standard, the following apply:
 - (1) The meals will consist of a combination of UGR H&S and UGR A rations supplemented by the medical diet (MED) supplement.
 - (2) The MED supplement is not a stand-alone ration; it must be used in combination with the UGR. It provides medically unique components required to prepare therapeutic diets for patients in medical treatment facilities
 - (3) MREs are not authorized for patient feeding except in emergencies when no other rations are available.
- c.* The medical field feeding operation has a dual mission during training: feeding inpatients (simulated or actual) and feeding staff. The policies stated below will be followed during training.
 - (1) When medical units are engaged in training without the requirement for actual inpatient feeding, they will request UGRs and MED supplements for simulated patient feeding to maintain military occupational specialty (MOS) 91 M proficiency.
 - (2) When medical units are engaged in training with the requirement for inpatient feeding, they will request UGRs and MED supplements for actual inpatient requirements.
 - (3) When personnel and supply resources permit, hospital staff will be fed using the patient standard of three hot meals per day.

4-14. Contingency operations

- a.* During initial deployment, ration support will be on a push system. The MRE will be used for all meals. In accordance with paragraph 4-2 above, MREs will not be used as the sole ration for more than 21 days. After 21 days, they must be enhanced with the authorized enhancements in DA Pam 30-22 or alternate rations will be served.
- b.* When sufficient food service personnel and equipment are in theater, use of the UGR family of rations will be implemented upon the approval of the theater commander.
- c.* Transition to line item A rations must be approved by HQDA.
- d.* A theater master menu for contingencies will be developed to standardize support and control costs.

Chapter 5

TISAs and branches

Section I

General

5-1. Introduction

- a.* This chapter establishes policies and responsibilities for the operation of Army TISAs. Review of TISA operations will be conducted in accordance with procedures in chapter 5, DA Pam 30-22.
- b.* Procedures for requisitioning, receiving, accounting, issuing, transfers, salvage, disposal, turn-in, and reporting of subsistence are contained—
 - (1) In DA Pam 30-22 for manual procedures.

- (2) In the appropriate automated system operating procedures for automated operations.

5-2. Responsibilities

a. Major Army commanders will—

- (1) Validate in writing the need for establishing or disestablishing TISAs or expanding existing facilities. The MACOMs must notify ACES of the establishment or disestablishment of TISAs or branches.
- (2) Designate a staff officer to supervise the operation of the TISAs under their jurisdiction.
- (3) Furnish adequate resources to accomplish the TISA mission.
- (4) Incorporate TISA operational mission changes in the command mobilization or contingency plans. Mobilization planning factors and a checklist are found in chapter 5, DA Pam 30-22.
- (5) Designate a TISA and an accountable Class I officer responsible to support field training conducted away from a supporting installation per chapter 4 of this regulation.
- (6) Conduct management assistance visits to TISAs under their jurisdiction.
- (7) Designate subordinate installation or overseas commands to perform functions of installation commander for TISA operations.
- (8) Prepare and submit the consolidated Troop Issue Subsistence Management Report, DA Form 7169, annually to ACES. See chapter 5, DA Pam 30-22.

b. Installation commanders are responsible for the following:

- (1) The troop subsistence supply mission of the installation.
- (2) Developing contingency plans to ensure the uninterrupted feeding of soldiers in the event of a vendor failure, natural disaster, or emergency mobilization. Developing plans to support field feeding and RC units performing AT at Active Army installations.
- (3) Providing adequate personnel, facilities, equipment, and supplies within resources furnished by the MACOM.
- (4) Appointing an accountable officer in accordance with paragraph 5-5. Normally, the SSM is the accountable officer. In the event that the TISA operations are contracted, the accountable officer must remain a Government employee.
- (5) Determining feasibility of establishing ration break points to be operated by TOE direct or general support Class I units as a hands-on training mission.
- (6) Submitting to their MACOM requests to establish or disestablish TISAs.

c. The SSM is the person responsible for the operation of the TISA and is normally the accountable officer for subsistence on the installation. If the position of SSM is contracted, the accountable officer must be a Government employee (military or civilian). When applicable to the specific operation of the local TISA, the SSM will—

- (1) Supervise and manage all functions of the TISA to include accounting for subsistence from receipt to disposition.
- (2) Consolidate customer requirements and initiate requisitions for all subsistence.
- (3) Receive, inspect, store, safeguard, inventory, and issue operational rations and special orders to customers not receiving prime vendor deliveries, such as RC units performing AT or active duty units operating in a field environment.
- (4) Maintain required subsistence operating levels.
- (5) Develop a contingency and mobilization plan. Field Manual (FM) 10-23 and chapter 5 of DA Pam 30-22 contain planning factors and a checklist for TISA mobilization plans.
- (6) Prepare and maintain required accounting records and process all subsistence receipts.
- (7) Coordinate veterinary food inspections.
- (8) Prepare and submit receiving documentation to DSCP for subsistence items procured by DSCP and delivered directly to the TISA.
- (9) Maintain sanitary standards prescribed in TB MED 530 and Military Standard (MIL STD) 3006.
- (10) Prepare activity schedules to budget for operating supplies, equipment, and other expenses.
- (11) Provide input to the FPM on annual operational ration forecast.
- (12) Coordinate actions to ensure the supply of subsistence to authorized customers is uninterrupted.
- (13) Serve as a voting member of the installation or applicable RC food service management board, in accordance with paragraph 3-54 of this regulation.
- (14) Develop and maintain an equipment and facility replacement and upgrade program.
- (15) Coordinate crime prevention, physical security, safety, and fire prevention measures, programs, and inspections.
- (16) Designate a person to be responsible for troop issue functions at a branch TISA when established. The duties and responsibilities of branch TISA personnel must be clearly defined in writing.
- (17) Participate in command supply discipline programs for the economy, safeguarding, and care of TISA resources.
- (18) Procure and issue the following items—
 - (a) Operational rations

- (b) Non prime vendor special orders
- (c) Dairy and bakery items
- (d) Carbonated beverages and CO2
- (e) Ice

5-3. Approving authority

The MACOMs are the approving authority for the establishment and disestablishment of TISAs and branches. Requests to establish or disestablish a TISA will be sent to the MACOM for approval and will contain the required information given in DA Pam 30-22. An activity located on a subinstallation may be established as a branch under a TISA located at a parent installation or as a separate stand alone TISA. The MACOM must notify ACES of the establishment or disestablishment of a TISA.

5-4. Troop Issue Subsistence Management Report

- a. Each operating TISA will submit a Troop Issue Management Report, DA Form 7169 to its supporting MACOM quarterly. Instructions for completing the report are contained in DA Pam 30-22.
- b. MACOMs will consolidate data received and submit an annual report to ACES. Annual reports will be prepared on a FY basis and will cover data received from 1 October to 30 September of each year. MACOM consolidated reports will be forwarded to ACES not later than 15 November each year.

5-5. Appointment and duties of the subsistence supply manager

- a. The installation commander or designated representative will appoint, in writing, the SSM from one of the following:
 - (1) Any commissioned officer.
 - (2) Any qualified U.S. DOD civilian employee, GS-7 or equivalent grade or higher.
 - (3) A qualified enlisted person, grade E-7 or higher, in overseas areas when no officer or U.S. DOD civilians are assigned and when approved by the MACOM.
 - (4) Foreign national employees of the U.S. Army, GS-7 equivalent grade or higher, when no military or U.S. DOD civilians are assigned and when approved by the MACOM commander.
- b. The SSM is the accountable sales officer for all troop issue subsistence.
- c. After 30 days absence of the SSM, the installation commander or a designated representative may appoint a new SSM.
- d. The SSM or TISA personnel will not—
 - (1) Maintain subsistence inventory for the operation of mini or maxi marts.
 - (2) Provide charge sales to commissaries or non-appropriated fund (NAF) activities served by a NAF prime vendor contract.
 - (3) Serve as witness for destruction of TISA-owned stocks.
 - (4) Serve in any capacity involved in receipt or use of subsistence outside the TISA (for example, club officer).
 - (5) Perform the functions of property book officer, stock control officer, or transportation officer.
 - (6) Acquire, purchase, stock, provide, or issue the following using subsistence funds:
 - (a) Federal Supply Class 8810 (live animals) or 8965 (alcoholic beverages).
 - (b) Religious dietary items (except prepackaged operational rations).
 - (c) Paper bags, boxes, or eating utensils for box lunches, motor convoy, and flight feeding, other than those contained in unitized operational rations.
 - (d) Other nonsubsistence items such as sentry dog food, sacramental wines, charcoal, charcoal activators.
 - (e) Bottled water (see para 5-19).

5-6. TISA Equipment and designs

- a. *Equipment.* The SSM will use the equipment replacement record, DA Form 3988 or an automated equivalent to identify TISA equipment items that require engineer support. This form also serves as the basis for developing the annual equipment replacement budget. Procedures for completing and processing the form are in DA Pam 30-22.
- b. *Definitive designs.* The Army has developed three TISA definitive functional layouts and equipment lists. These documents will be used by design and construction agencies when developing TISA facilities. Copies of the designs may be requested through command channels from ACES.

Section II Operations

5-7. TISA accounting

- a.* TISAs are sales accounts, per AR 735-5, and are not stock record accounts. Prepared on a monetary value basis, the TISA sales account is a formal record of accountability and is subject to audit.
- b.* Army subsistence will be charged directly to MPA, using the single stock fund bypass procedures contained in the TISA automated system end users manual.
- c.* The SSM is the accountable sales officer and will maintain records of monetary values showing authorized debits, credits, and inventory balance on hand in the account. Manual procedures are in DA Pam 30-22.
- d.* The TISA accounting period begins on the first day of each calendar month and ends on the last calendar day of the same month. The account will not be closed on any day other than the last day of the month.
- e.* The authorized unidentifiable gain or loss tolerance is one-half of one percent.
- f.* The SSM will adjust gains or authorized losses by completing a DA Form 4170 (Statement of Gains and Losses). Procedures for processing gains and losses are in DA Pam 30-22.
- g.* The TISA account must be finalized within the first 5 workdays of the next accounting period.
- h.* Branch TISA documents will be maintained in the same manner as the parent TISA.

5-8. Sources of supply

- a.* The primary source of supply for subsistence will be prime vendor/prime assembler contractors. Established automated procedures will dictate the processes associated with requisitioning and receiving subsistence. Exceptions will be in accordance with the procedures established by DSCP.
- b.* Items available for supply will be listed on the prime vendor's catalog for garrison subsistence and in DLA catalogs for operational rations. Guidance for requesting new items to be added to the prime vendor's catalog is contained in DA Pam 30-22.
- c.* Local purchase authority (Government credit card) may be used to buy commercially available items from approved sources. When using local purchase authority, the following apply:
 - (1) The SSM will not use local purchase authority to meet normal demands. Local purchase authority will be retained for use during emergencies, contingencies, special requirements, and vendor failure or when such purchases are determined by the designated approving authority to be in the best interest of the Government.
 - (2) When the cost of subsistence exceeds the current purchase limit established by the local contracting office, a contracting instrument must be established to use the Government credit card as a payment vehicle. A contracting agency will complete this requirement by using either a requirements contract or a blanket purchase agreement (BPA).
 - (3) The SSM will assign a management control number (MCN) to any item that is purchased locally and not part of the prime vendor program.
- d.* The SSM will maintain accurate supply transaction data for each item stocked.

5-9. Ordering subsistence

- a.* The SSM will create and forward prime vendor orders using the appropriate local automated or manual procedures.
- b.* When supporting RC units for either IDT or AT, the SSM must establish operational procedures for those units to order subsistence through the TISA.
- c.* Special orders are items that are in the prime vendor's catalog but not normally used at the installation. The SSM will establish required lead times for special orders.
- d.* Emergency orders will be submitted in accordance with the provisions of the prime vendor contract.

5-10. Receiving subsistence

- a.* Subsistence received at any location will be officially receipted with documents that clearly state the quantity accepted and the price that is obligated to the Government. Receipt procedures are contained in DA Pam 30-22.
- b.* An approved signature card will authorize personnel receipting for subsistence.
- c.* Procedures for the control of receipt documents are in DA Pam 30-22. The SSM will retain these documents for a period of two years after contract expiration.

5-11. Turn in of subsistence

- a.* The SSM will not accept a turn-in of any item purchased for garrison dining facilities.
- b.* Returned subsistence from field training or operations (TFA/FD) will be handled in accordance with chapter 4 of this regulation and DA Pam 30-22.
- c.* When a dining facility is closed or operational changes necessitate, the responsible food advisor will determine which units are to receive a transfer of excess stocks. Transfer of subsistence between dining facility accounts will be

recorded and accounted for in accordance with this regulation and DA Pam 30–22. All subsistence being turned in to the TISA will be inspected by VSP, prior to being accepted into inventory. See DA Pam 30–22.

5–12. Pricing and price lists

- a.* Prices will be established through the prime vendor catalog updates or the price established by a requirements contract for subsistence not provided by the prime vendor. See DA Pam 30–22.
- b.* Operational rations will be priced in DLA catalogs.
- c.* Local purchase items will be priced as indicated on the vendor's invoice at time of receipt.

5–13. Basic daily food allowance and other allowances

- a.* The BDFA is computed by ACES (ATSM–CES–OC) monthly for each CONUS and OCONUS regional contract.
 - (1) ACES will determine the BDFA for each region.
 - (2) Price changes experienced during a given month will not affect the BDFA until the next end of month computation.
 - (3) RC BDFA for IDT will be computed semiannually.
- b.* The meal conversion percentages for the BDFA and meal value computations are given in DA Pam 30–22.
- c.* The value of the BDFA will be increased by 25 percent for the traditional Thanksgiving, Christmas, and Army birthday meals. Computation will be in accordance with DA Pam 30–22.

5–14. Storage of subsistence

- a.* The SSM publishes, updates, and maintains SOPs for storage operations. These SOPs will be based on the procedures in DA Pam 30–22 and FM 10–23–2.
- b.* All shipments (receipts) will be segregated and marked to ensure that the oldest dates of pack are issued first (first-in, first-out rule). Exceptions may be made when it is necessary to issue items quickly to avoid loss when an identical item is in better condition for continued storage.
- c.* When suspected latent or hidden defects are discovered in stored subsistence, the SSM will—
 - (1) Request inspection by VSP.
 - (2) Follow the procedures in DA Pam 30–22 to ensure proper reporting, replacement, or crediting for the item if it is determined by VSP to be a defective product.

5–15. Inventories

- a.* The SSM will ensure that all required inventories are conducted. Required inventories are as follows:
 - (1) The annual accountability inventory. This inventory is conducted on the last working day of the September accounting period. The SSM must request appointment of a disinterested inventory officer to conduct this inventory per procedures in DA Pam 30–22.
 - (2) The quarterly accountability inventory. This inventory is conducted on the last working day of December, March, and June.
 - (3) Book inventory. A book inventory value is computed after all vouchers have been posted as of the last day of each accounting month.
 - (4) Transfer of accountability inventory. This inventory is conducted when there is a change of accountable officers.
- b.* A scheduled inventory may be deferred up to 31 days by the SSM when—
 - (1) A transfer of accountable officer inventory has been accomplished within 31 days before the scheduled inventory. The next inventory period will cover 4 months.
 - (2) A transfer of accountable officer inventory will be accomplished within 31 days after the scheduled inventory. The next inventory period would cover 2 months.
- c.* Inventories will be conducted in accordance with DA Pam 30–22.

5–16. TISA support

- a.* TISA support may be provided through one or more methods depending on the installation mission, type of TISA operation, and support to field operations.
- b.* Only persons with the proper authority and identification will be permitted to request and receipt for subsistence from the TISA. Procedures for the use of authority granting documents are contained in AR 710–2.
- c.* The proper manual form or automated record will be used as the issue document. Issue and transfer procedures are contained in DA Pam 30–22.
- d.* When approved by the installation commander, the SSM may make special issues to activities and organizations other than appropriated fund dining facilities. The procedures for special issues are in DA Pam 30–22.
- e.* A mandatory issue can be made to dining facilities when directed by DA, the MACOM, or FPM to reduce excess stocks or expedite the use of short shelf life items.

f. Subsistence issues and reimbursements for disaster relief are handled in AR 500–60.

5–17. Issues to Active Army, Reserve Components, and other organizations, activities, and Services

a. The appropriation cited on requests from Services other than Active Army will be charged for issues made to the requesting organization.

b. Army policy for TISA support for the AFFS is contained in chapter 4 of this regulation.

c. Bulk subsistence issues to RC units are on a reimbursable basis. The SSM will establish local SOPs and operational requirements. RC units may also acquire support from their home station prime vendor when on an Active Army installation.

d. The TISA may issue operational rations and components in support of cadets enrolled in the ROTC program for consumption during participation in field training operations as authorized by AR 145–1. The cost of these rations is charged to the Active Army appropriation and reported on DA Form 2969. Procedures for completing this form are in AR 30–5.

e. Fixed medical treatment facilities are generally not supported by TISAs. If support is required, local SOP will govern the support. TISA support for medical field feeding is covered in chapter 4 of this regulation and DA Pam 30–22.

5–18. Excesses, transfers, disposals, and losses

a. When it is determined that excess subsistence cannot be used locally, the SSM will—

(1) Report excess operational rations that cannot be used within the prescribed limits and time frames to their MACOM.

(2) Attempt to redistribute to other DOD subsistence activities. Transfers between TISAs will be on a nonreimbursable basis. Prior MACOM approval will be obtained. The shipping TISA will drop the supplies from accountability at standard prices in effect at the time of the shipment. The receiving TISA will pick up accountability at the standard price in effect at the time of receipt. Transportation costs will be borne by the shipping installation.

(3) Have excess items inspected by VSP. The following procedures will be used to dispose of damaged or deteriorated products:

(*a*) Subsistence having resale value will be turned in and signed for by the servicing Defense Reutilization and Marketing Office (DRMO).

(*b*) Subsistence having no potential sale value will be disposed of in a manner that will safeguard public health and safety. Disposal will be consistent with the Environmental Protection Agency requirements and those of the host nation, where applicable.

(*c*) Salvage items will be destroyed as often as necessary to prevent attraction of insects, rodents, and other pests.

(4) Dispose of items no longer suitable for intended use because of age, deterioration, or other reasons. See DA Pam 30–22.

b. Transfers of subsistence between dining facilities will be done in accordance with the procedures in DA Pam 30–22.

c. Forms furnished by VSP listing salvage items will be priced and extended. The TISA will prepare an issue document as a cover sheet to forms provided by VSP. The dollar amount of the salvaged items is a credit and processed through the financial accounting system as an inventory loss due to contamination or deterioration.

d. Excesses that qualify may be considered for disposition as part of the Food Recovery Program. Procedures contained in chapter 3 of this regulation and DA Pam 30–22 will be followed.

Section III

Other situations

5–19. Ice and bottled water

a. Locally purchased ice will be priced at contract or purchase order price. Other than for initial procurement that will be reimbursed in accordance with DA Pam 30–22, subsistence funds will not be used to purchase ice. Procedures for ordering and issuing ice are contained in DA Pam 30–22.

b. Ice produced from ice making machines in a TISA will be issued free of charge.

c. Potable ice required for installation needs, regardless of source, will be made, stored, and conveyed under TB MED 530.

d. Dry ice is not an item of subsistence supply and will not be purchased with subsistence funds.

e. Bottled water will not be purchased with subsistence funds. Procurement of bottled water for initial deployment and contingency operations requires approval of HQDA, DALO–SMT.

5–20. Operational rations

a. TISAs will maintain a record of operational rations issued to and turned in by supported units. Stockage will be maintained by date of pack, date of receipt, and lot number.

- b.* The TISAs stock and issue operational rations for—
 - (1) UBL rotation and replacement.
 - (2) Operational projects.
 - (3) Travel.
- c.* Stockage level and storage of operational rations will be based on operational objectives.
- d.* The SSM, in coordination with the FPM will establish local procedures for the rotation of operational rations.
- e.* Operational rations excess to unit needs may be turned in to the TISA in full case (MRE) or complete modules (UGR) only. Unit excess partial modules or boxes will be transferred to another unit or garrison facility.

5-21. Religious operational rations

Food advisors will include religious operational rations in their Class I requirements for field training exercises and deployments. Chaplains will provide assistance in validating requirements. Installations will not normally stock religious operational rations; therefore, requests must be made in sufficient time to allow for timely delivery.

5-22. Health and comfort items

- a.* FM 10-23 lists health and comfort items that are available in health and comfort packs (HCPs). Requisitioning policy will be in accordance with AR 710-2.
- b.* Korean augmentation to the United States Army (KATUSA) kits are authorized to be stocked and issued by Eighth U.S. Army TISAs. Contents will be specified by the MACOM.

5-23. VSP withdrawals

- a.* The VSP are authorized to withdraw food samples from TISA and dining facility stocks for inspection. The sampling may take place during receipt, while in storage, before issue or sales, during transfer, or as other wise required.
- b.* The VSP inspectors will provide the TISA with a listing of withdrawal items and will return all usable subsistence and nonfood components to the TISA.
- c.* The TISA will—
 - (1) Compute the extended price of withdrawn items.
 - (2) Post the dollar value to the account.
 - (3) Post a credit to dining facility accounts for the value of the sample when the sample is drawn from a dining facility.
- d.* Partial modules of operational rations in inventory after sampling will be issued to an active duty dining facility at no cost. Remaining cost of the module will be charged to the subsistence open allotment.

5-24. ALFOODACT messages

Sequentially numbered ALFOODACT messages are dispatched from DSCP to alert food activities worldwide of possible hazardous foods. Immediately upon receipt of an ALFOODACT message or notification by VSP of suspect items—

- a.* Identify stocks on hand and segregate items from all other stock, place in hold status, and suspend from issue.
- b.* Notify all customers and require return of items.
- c.* Retain suspect items in hold status until final disposition instructions have been received from DSCP.
- d.* ALFOODACT messages will be filed for a minimum of 1 year or until final disposition, whichever is later.

Appendix A References

Section I Required Publications

AR 5-9

Area Support Responsibilities (Cited in para 3-42.)

AR 15-6

Procedures for Investigating Officers and Boards of Officers (Cited in paras 3-27, 3-44 and 4-2.)

AR 25-400-2

The Modern Army Record Keeping System (MARKS) (Cited in para 1-7.)

AR 30-5

Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R-5) (Cited in paras 2-12 and 5-17.)

AR 37-104-4

Military Pay and Allowances Policy and Procedures Active Component (Cited in para 3-27.)

AR 40-25

Nutrition Standards and Education (Cited in paras 3-1 and 3-53.)

AR 40-657

Veterinary/Medical Food Inspection and Laboratory Service (Cited in para 3-47.)

AR 190-13

The Army Physical Security Program (Cited in para 3-23.)

AR 190-16

Physical Security (Cited in para 3-23.)

AR 190-51

Security of Unclassified Army Property (Sensitive and NonSensitive) (Cited in para 3-23.)

AR 210-14

The Army Installation Status Report Program (Cited in para 3-12.)

AR 350-18

U.S. Military Academy Cadet Army Orientation Training (AOT) (Cited in para 3-34.)

AR 385-10

The Army Safety Program (Cited in paras 3-1 and 3-51.)

AR 415-15

Army Military Construction Program Development and Execution (Cited in paras 2-7, and 3-9.)

AR 420-49

Utilities Services (Cited in para 3-1.)

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level (Cited in paras 3-6, 3-51, 5-16, and 5-22.)

AR 735-5

Policies and Procedures for Property Accountability (Cited in paras 3-7, 3-16, 3-17, 3-27, 3-37, 4-10, 4-11, and 5-7.)

CTA 50-909

Field and Garrison Furnishings and Equipment (Cited in para 3-45.)

DA Pam 30-22

Operating Procedures for the Army Food Program (Cited in paras 1-1, 2-12, 3-1, 3-3, 3-4, 3-5, 3-7, 3-8, 3-10, 3-13, 3-14, 3-16, 3-17, 3-18, 3-19, 3-20, 3-21, 3-22, 3-24, 3-25, 3-26, 3-27, 3-28, 3-29, 3-30, 3-31, 3-32, 3-33, 3-34, 3-36, 3-37, 3-38, 3-40, 3-44, 3-45, 3-46, 3-52, 3-54, 3-57, 3-59, 4-1, 4-2, 4-3, 4-4, 4-5, 4-7, 4-8, 4-9, 4-10, 4-11, 4-12, 4-13, 4-14, 5-1, 5-2, 5-3, 5-4, 5-6, 5-7, 5-8, 5-10, 5-11, 5-12, 5-13, 5-14, 5-15, 5-16, 5-17, 5-18, 5-19.)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures) (Cited in para 3-21.)

DODI 4000.19

Interservice, Interdepartmental, and Interagency System (Cited in para 3-27.)

DOD 7000.14-R

Department of Defense Financial Management Regulation (Cited in paras 3-1, 3-26, 3-27, 4-3, 4-8, and 4-13.)

TB MED 530

Occupational and Environmental Health Food Service Sanitation (Cited in paras 3-1, 5-2, and 5-19.)

MIL-STD 3006

Sanitation Requirements for food Establishments (Cited in para 5-2.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 40-656

Veterinary Surveillance Inspection of Subsistence

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 190-8

Enemy Prisoners of War, Retained Personnel, Civilian Internees, and Other Detainees

AR 210-35

Civilian Inmate Labor Program

AR 215-1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 310-25

Dictionary of United States Army Terms

AR 350-1

Army Training

AR 350-18

US Military Academy Cadet Army Orientation Training (AOT)

AR 500-60

Disaster Relief

AR 600-8-22

Military Awards

AR 600-38

Meal Card Management System

AR 601–210

Regular Army and Army Reserve Enlistment Program

AR 725–50

Requisition, Receipt, and Issue System

AR 735–11–2

Reporting of Supply Discrepancies

DA Pam 738–750

Functional Users Manual for the Army Maintenance Management System (TAMMS)

DFAS IN MAN 37–100

Account Code Structure

DOD 1338.10

Department of Defense Food Service Program

DOD 1338.10–M

Department of Defense Food Service Program

DODI 6055.1

DOD Safety and Occupational Health (SOH) Program.

FM 10–23

Basic Doctrine for Army Field Feeding and Class I Operations Management.

FM 10–23–1

Commander's Guide to Food Service Operations

FM 10–23–2

Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management

RCS RCLG–013

Listing of all subsistence sources

RCS CSGLD–1881

Food service plan

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA web site (www.usapa.army.mil); DD Forms are available from the OSD web site (www.dior.whs.mil/ICDHOME/DDEFORMS.HTM).

DA Form 2969–R

Food Cost and Feeding Strength Summary

DA Form 2969–2–R

Subsistence Data Summary

DA Form 3034

Production Schedule

DA Form 3294

Ration Request/Issue/Turn-in Slip

DA Form 3295

Voucher Register and General Control

DA Form 3988

Equipment Replacement Record

DA Form 4170

Statement of Gains and Losses

DA Form 4697

Department of the Army Report of Survey

DA Form 5913

Strength and Feeder Report

DA Form 5914

Ration Control Sheet

DA Form 7454

Monthly Earnings and Expenditures Record

DA Form 7455

Financial Summary

DD Form 1391

FY____Military Construction Project Data

DD Form 1544

Cash Meal Payment Book (available through normal forms supply channels)

DD Form 1608

Unsatisfactory Material Report (Subsistence)

SF 368

Product Quality Deficiency Report

Glossary

Section I Abbreviations

ACSIM

Assistant Chief of Staff, Installation Management

AFFS

Army Field Feeding System

AFMIS

Army Food Service Management Information System

ALFOODACT

All United States Military, United States Coast Guard and Army, and Air Force Exchange Service Activities.

AMC

United States Army Materiel Command

ARNG

Army National Guard

ASA, ALT

Assistant Secretary of the Army for Acquisition, Logistics, and Technology

AT

Annual training

BAS

Basic Allowance for Subsistence

BDFA

Basic Daily Food Allowance

CAR

Chief, Army Reserve

CO

Contracting Officer

CNGB

Chief, National Guard Bureau

COE

Chief of Engineers

CONUS

Continental United States

COR

Contracting Officer's Representative

DA

Department of Army

DAC

Department of Army Civilian

DCS, G-4

Deputy Chief of Staff, G-4

DCS, G-3

Deputy Chief of Staff, G-3

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-8

Deputy Chief of Staff, G-8

DFAS

Defense Finance and Accounting Service

DLA

Defense Logistics Agency

DOD

Department of Defense

DOL

Directorate of Logistics

DPW

Directorate of Public Works

DRMO

Defense Reutilization & Marketing Office

FD

Field Duty

FM

Field Manual

FMR

Financial Management Report

FORSCOM

United States Army Forces Command

HQDA

Headquarters, Department of Army

IDT

Inactive Duty Training

IGE

Independent Government Estimate

ISSA

Intra-Service Support Agreement

JFTR

Joint Forces Travel Regulation

KATUSA

Korean Augmentation to the United States Army

LTA

Local Training Area

MACOM

Major Army Command

MCA

Military Construction, Army

METT-T

Mission, enemy, terrain, troops, and time available

MIS

Management information systems

MOS

Military Occupational Specialty

MRE

Meal, Ready-to-eat

MTOE

Modification Table of Organization and Equipment

MWR

Morale, welfare, and recreation

NCO

Noncommissioned officer

NGB

National Guard Bureau

NSN

National Stock Number

OCONUS

Outside Continental United States

OMA

Operation and Maintenance, Army

OPA

Other Procurement, Army

PCS

Permanent Change of Station

PWS

Performance Work Statement

QASP

Quality assurance surveillance plan

RC

Reserve Component

ROTC

Reserve Officers' Training Corps

RPA

Reserve Personnel, Army

SIK

Subsistence in kind

SMP

Simultaneous Membership Program

SOP

Standing operating procedures

TAG

The Adjutant General

TDA

Table of distribution and allowances

TDY

Temporary duty

TISA

Troop Issue Subsistence Activity

TOE

Table of Organization and Equipment

TRADOC

United States Army Training and Doctrine Command

TSG

The Surgeon General

UMR

Unsatisfactory material report

USAF

United States Air Force

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USARPAC

United States Army Pacific

USMC

United States Marine Corps

USMCR

United States Marine Corps Reserve

UMCJ

Uniformed Code of Military Justice

USPFO

United States Property & Fiscal Officer

Section II

Terms

À la carte

A system in which food items are purchased separately. Each food item is individually priced, based on cost.

“A” ration

Perishable (fresh or frozen) and semiperishable items necessary to comply with garrison menu standards described in DA PAM 30–22.

Army Ration Credit System (ARCS)

The Army Ration Credit System is the Army’s garrison subsistence requisitioning and accounting system. Procedures prescribed in DA PAM 30–22 chapter 3 for subsistence estimates, requisitioning, receipt, and inspection will apply for subsistence either used in garrison or used for garrison support for field training/operations.

Basic allowance for subsistence (BAS)

a. A monetary allowance paid to all service personnel who are authorized to subsist themselves. b. When used in this regulation to describe enlisted personnel, it applies to those who receive BAS, must reimburse in cash when eating a Government supplied meal, and do not reside in a barracks on an Army installation.

Box Lunch

A meal prepared in the dining facility using in-house food items as part of the normal ration, or commercially prepared box lunches obtained from the prime vendor. Each box lunch contains sufficient subsistence for one person for one meal.

Brunch

Combines a combination of an enhanced breakfast and a more substantial lunch served during an extended meal period. It is 45 percent of the BDFA. When a brunch meal is served, a supper meal must be served also.

Catered meal

A meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption or, prepared at the consumption site using caterer’s portable equipment and subsistence supplies.

Central reimbursement/central billing

Reimbursement accomplished at the departmental level. Occurs when meals are served to individuals or units and reported to HQDA.

Commander

A commissioned/warrant officer who, by virtue of his or her grade and assignment, exercises primary command authority over a military organization or prescribed territorial area that is recognized as a command by official directive.

Common service feeding

A meal provided by one military Active or Reserve Component to personnel of another Active or Reserve Component, for which individual or Service reimbursement is not required.

Consolidating headquarters

A headquarters that consolidates requirements of subordinate elements and provides required subsistence support.

Cooling beverage

Water, fruit juices, or beverage base mixes that have been chilled to be more palatable to the soldier in hot weather.

Deferred payment

Generally used in emergency feeding or for other unusual situations. If the diner is unable to pay for meals (as determined by the installation commander or by the local disaster coordinator (or representative)) the diner signs DA Form 3032 for each meal served. Reimbursement for all meals served is made by the individual or coordinating agency at a later date. When it is not feasible to obtain individual signatures, one line entry accounting may be used.

Dining facility attendant (DFA) service contract

Those activities required to perform janitorial and custodial duties within dining facilities. Included are sweeping,

mopping, scrubbing, trash removal, dishwashing, waxing, stripping, buffing, window washing, pot and pan cleaning and other sanitation related functions.

Discount meal rate

The rate paid by personnel who are required to reimburse the Government for only the food cost portion of meals consumed in an appropriated fund dining facility.

Entitlement

Enlisted soldiers are authorized a daily ration for each day of active duty except when entitled to monetary payment (basic allowance for subsistence) or the meal portion of per diem in lieu thereof. Officer personnel are authorized a monetary payment to defer subsistence expenses.

Essential unit messing

Any group messing declared by appropriate authority as essential for operational readiness, the conduct of military operations, or necessary for the effective conduct of training where members are required to use messing provided by or on behalf of the Government. Members are entitled to travel reimbursement for incidental expenses, but not for subsistence. Designation for essential unit messing shall be applied only to organizational units and to operational elements and detachments, not to individual service members.

Family member

A person residing with or under the sponsorship of a military member and entitled to a military identification card; even though the military member may be a prisoner of war, missing in action, or serving in an isolated area.

Field duty

Any maneuvers, war games, field exercises, or similar operations in excess of 180 days where a member is subsisted in a mess operated by or on behalf of the Government or with an organization drawing field rations.

Field operations

Units training in the field that require billeting in field accommodations for DFAS action for participants.

Field training (local training area)

Training in the field that is less than 24 hours in duration and does not require DFAS action (such as weapons NBC and CTT training, and so forth).

Food cost index

A representative list of specific quantities of food items used to compute the monetary value of the basic daily food allowance.

Food handlers

Civilian workers working in a military dining facility. Examples include cooks, kitchen helpers, bakers, dining facility attendants, or other persons engaged in preparing or serving meals.

Food operations sergeant

A food Service sergeant or civilian equivalent managing a dining facility.

Food program manager

The senior food analyst (military or civilian) and advisor to the installation commander. When used in this regulation, the term also refers to the State Food Advisor for the ARNG and the RSC/DRC Food Advisor for the USAR.

Food service personnel

Persons engaged in food preparation, food service supervision, or service.

Full food service contracts

Contracts that cover those activities that comprise the full operation of an Army dining facility. It includes, but is not limited to, requisitioning, receiving, storing, preparing and serving of food. Also included is the performance of related administrative, custodial, and sanitation functions.

Guest

A person other than a family member who is invited and escorted by a military member, as authorized by the installation commander and according to the provisions of this regulation.

Holiday meal rates

The rates to be charged for the Thanksgiving, Christmas, and Army Birthday special meals.

Installation commander

A commander of an Army installation, USAR installation, Area Support Group for USAREUR, area command for EUSA, State Adjutant General for ARNG and DRC/RSC commander for the USAR.

Issue factor

The amount of food required for 100 persons as specified in the recipes and menus. This factor is used to calculate the exact quantity required to be issued each dining facility based on the number of meals required to be prepared.

Local national personnel meal rates

The rate to be charged to local national dining facility employees for meals consumed while on duty.

Local reimbursement

Reimbursement that is accomplished at the local level in one of three ways: from the individual in cash at time of consumption; by the use of a MIPR provided in advance to the FPM from the unit or organization being supported; or by deferred billing (generally only used in emergency mass feeding situations).

Management and food production contracts

Contracts that cover those activities that comprise the management of an Army dining facility to include requisitioning, receiving, storing, preparation, and serving of food. Also included is the performance of related administration and sanitation functions. DFA services are not included.

Meal

A specific quantity of nutritionally adequate food provided one person during one scheduled serving period.

Meal card

Applies primarily to the DD Form 714; DD Form 714-E; DD Form 2A (BCT and AIT trainees only) and DD Form 2A (RES). These cards are used to identify subsistence in kind entitlement for Active and Reserve Component soldiers.

Meal, ready-to-eat

A packaged operational meal designed for issue as individual packets or in multiples of three for a complete ration. The components are packaged in flexible envelopes.

Officer

A commissioned officer, warrant officer, civilian or noncommissioned officer when performing the duties normally assigned to a commissioned officer, or when specifically authorized.

Operating charge

The charge established to recover operating expenses in appropriated fund food service activities.

Operational ration

A ration prescribed for individuals performing duty in time of war or other emergencies and composed of semipерishable items. Operational rations are used in peacetime for emergencies, travel and training to assist in the rotation of war reserves.

Performance work statement

A document normally prepared by or under the supervision of the chief or commander of the function involved. It prescribes the work, services, and products, if any, to be furnished; the quality standards to be met; and, the time of performance or delivery. When incorporated in a solicitation or contract package, the PWS becomes Section C (Description and Specifications of the uniform contract format).

Quality assurance

Standards established by the Government for the purpose of evaluating the quality of contractor performance and assuring compliance with contract requirements. In food service contracting, quality assurance has the same meaning as "inspection".

Quality assurance evaluator

An individual assigned duties of inspecting a contractor's performance in accordance with quality assurance provisions of the contract.

Quality control

Internal actions and inspections exercised by a contractor over the work force and overall operations to achieve the quality standard and time of performance of the delivery date(s) set forth in the contract.

Receiving point

A location where Class I supplies are received, inspected for condition, counted, and weighed (when applicable).

Sampling (food)

The consumption of two or three bites of food items for the purpose of determining palatability and the application of proper cooking procedures.

Standard meal rate

A fixed rate that includes the cost of the food and a charge for related operating costs.

Standard price

The price per item charged to the dining facility account by the TISA. It is calculated by rounding the cost price according to the 5-mil rule.

Subsistence-in-kind (SIK)

Applies to enlisted soldiers who do not receive any of the full BAS types because they are furnished meals or rations at no charge from an appropriated fund dining facility or are subsisted at no charge on behalf of the Government.

Supper

A more substantial meal than the typical dinner. It is 55 percent of the BDFA and is served as the second of two meals for the day whenever a brunch meal is served.

Temporary field assignment

Any maneuvers, war games, field exercises, or similar operations of 180 days or less where a member is required to use messing provided by or on behalf of the Government. The member's travel reimbursement is the same as for field duty.

Troop issue subsistence activity

The element of an installation responsible for processing requisitions and receipts for subsistence items. When required, it will also receive, store and issue subsistence items for organizations and activities authorized to purchase.

Unit

Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority, such as a suitable modified table of organization or table of distribution and allowances. For this regulation, a unit may or may not be part of a parent organization.

Unitized group rations

Unitized group rations are composite stocks that are configured to provide a definite number of meals. It is configured for ease of distribution, accounting, and preparation.

Unitized group rations-A

Unitized rations made up of the types of items normally found in a garrison environment. Used to provide a higher quality meal in a less austere field environment. Requires more subsistence personnel and equipment than other operational rations. Replaces line item A rations for field feeding.

Unitized group rations-heat and serve

Unitized, tray packed rations that are used to provide meals that are more pleasing than individual meals but require less subsistence personnel and equipment than the UGR-A.

Warming beverage

Coffee, tea, hot chocolate, and soups served soldiers in cool/cold environments.

Section III

Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50.

ACES

Army Center of Excellence, Subsistence

ARCS

Army Ration Credit System

DFA

Dining facility attendant

DIS

Directorate of Industrial Services

DRC

direct reporting command

DSCP

Defense Supply Center, Philadelphia

EUM

essential unit messing

FFS

full food service

FMT

food management team

FOS

food operations sergeant

FPM

food program manager

FPMO

Food Program Management Office

FSMB

Food Service Management Board

FSMP

Food Service Management Plan

FSO

food service officer

HCP

Health and Comfort Pack

MPA

Military Procurement, Army

IFSEA

International Food Service Executives Association

RCSS

Reserve Component Subsistence System

RSC

Regional Support Command

SPV

subsistence prime vendor

SSM

subsistence supply manager

TFA

temporary field assignment

UBL

unit basic load

UGR

Unitized group ration

UGR-A

Unitized group ration-A

UGR-H&S

Unitized group ration-heat and serve

VSP

veterinary service personnel

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PIN 080225-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER .WIN32 Version 186

PIN: 080225-000

DATE: 09-23-02

TIME: 13:26:43

PAGES SET: 58

DATA FILE: C:\WINCOMP\r30-22.fil

DOCUMENT: AR 30-22

DOC STATUS: NEW PUBLICATION